

## **Highland First Aid**

### **Conflict of Interest Policy**

## Conflict of Interest

### 1. Introduction:

- 1.1 This policy applies to all [Highland First Aid](#) staff, trainers and assessors who are involved in the routine function, training and assessing activities of [Highland First Aid](#) .
- 1.2 All those involved with [Highland First Aid](#) delivery and assessment of ITC First qualifications have an obligation to act in a way that does not lead to any conflict of interest.
- 1.3 Definition:  
A conflict of interest may occur when the personal or business interests of an individual conflicts with their professional duties and responsibilities. Such conflicts could result in damage to the integrity and reputation of the ITC Awards [Highland First Aid](#) deliver or compromise the validity of a learner assessment and the award.

### 2. This Policy:

- a) Provides a mechanism to protect the course candidates and the integrity of ITC Awards by ensuring that reasonable steps are taken to mitigate any potential or identified conflicts of interest.
- b) Identifies the main areas where a conflict of interest could occur in order to minimise and eliminate adverse effects
- c) Complies with regulatory bodies requirements and policies

### 3. Examples of Conflicts of Interest

The following list is not exhaustive but common examples:

- a) Direct or indirect financial gain as a result of actions or involvement;
- b) Direct or indirect benefits such as employment, gifts, hospitality;
- c) Reciprocal arrangements, which compromise the ability to make reliable and professional judgements;
- d) Connections to family relationships and/or close friendships with learners who are being assessed,
- e) Connections with family members and/or close friendships for training and external assessing of candidates,
- f) Trainers with family or close friendship connections who internally verify each other's courses/assessment decisions,
- g) Assessment judgements on behalf of a learner who is their partner or close friend.

### 4. Declaring a Conflict of Interest

- 4.1 [Highland First Aid](#) will take all reasonable steps to ensure a Conflict of Interest does not arise however if this is not possible the following steps will be taken:
  - a) Declarations of actual or potential Conflicts of Interest must be made in writing or by telephone (followed up with written confirmation) to [Highland First Aid](#) as soon as they arise.
  - b) [Highland First Aid](#) will inform the awarding body of such conflict prior to any training activity being undertaken and seek advice.
  - c) [Highland First Aid](#) will log all Conflicts of Interest and make the log available to the awarding body and/or regulators as requested (Appendix 2).
  - d) Failure to inform [Highland First Aid](#) or the awarding body aware of actual or potential Conflicts of Interest may result in sanctions being applied.
- 4.2 This policy must be reviewed and confirmed by each member of [Highland First Aid](#) staff. A signed copy should be returned to [Highland First Aid](#) .

**5. Declaration:**

- 5.1 I have read and understood the contents of the [Highland First Aid](#) Conflicts of Interest policy and agree to abide by this policy.

| <a href="#">Highland First Aid</a><br>Staff Name | <a href="#">Highland First Aid</a><br>Role ie Trainer/Assessor | Date                      |
|--------------------------------------------------|----------------------------------------------------------------|---------------------------|
| Simon Wells                                      | Trainer & Assessor                                             | 23 <sup>rd</sup> Feb 2023 |

**APPENDIX 2: Conflicts of Interest Log**

| <b>Date</b> | <b>Qualification Title</b> | <b>Name of Person Involved</b> | <b>Conflict of Interest</b> | <b>Action Taken</b> |
|-------------|----------------------------|--------------------------------|-----------------------------|---------------------|
|             |                            |                                |                             |                     |
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To be reviewed for recurring issues and mitigation.

**Nil Return for 1/1/2020 to 5/12/21**  
**Simon Wells, Trainer and Assessor**