

## Conflict of Interest Policy

1. This policy is designed to protect the organisation from potential charges of wrong doing and challenges to the validity of qualifications. The assessing and issuing of qualifications to family members and very close friends raises the possibility of nepotism. Whilst we allow training to be conducted, there needs to be safeguards in place to protect the individual Learner, the Assessor and the value of qualifications to be issued. The following are examples of relationships where we need to apply this policy.
  - The Spouse, Partner, Child, Sibling or Parent of the Assessor or the Trainer (where the award is trainer assessed).
  - Very close friends.
  - Any SwimBag employee, where the non-achievement of the qualification might result in workplace disciplinary action.
2. The following statements are to be read in conjunction with the appropriate Awarding Organisation's policies. SwimBag consider the following to be potential risk areas and therefore we do not permit:
  - The assessing of family members (as defined above)
  - The assessing of very close friends
  - The assessing of Learners who work directly for the Assessor
  - The assessing of Learners by Assessors with whom the Learner has a reported dispute or complaint.
3. Inevitably there may be occasions where circumstances may mean that there is a potential Conflict of Interest. In such situations, Assessor are to consult the Training Director to agree appropriate action and safeguards. These may include;
  - Additional witnesses to observe the assessment process
  - Internal Verifier to scrutinise the assessment activity
  - Filming/recording of the activity being assessed
  - Extending the validity period to facilitate independent assessment at another venue or time
  - Repeating part of the assessment at a later time
  - Seeking the advice of the Awarding Organisation.

## Contact details

4. All queries concerning this policy statement should be addressed to:

The Training Director, SwimBag Limited, 29 Redbridge, Peterborough, PE4 5DP Tel: 01733 321399, Email: [trainingdirector@swimbag.com](mailto:trainingdirector@swimbag.com)

## Review

5. This document was last reviewed on 20/10/22

A P Longland, Training Director SwimBag Limited