

Conflicts of Interest Policy

This policy has been established to safeguard the integrity and credibility of our services and the functions of John Warner Sport Centre and its aims to promote confidence in the objectivity and impartiality of delivering Swim England courses.

Ensure that staff, contractors, educators, assessors, internal verifiers and anyone involved in the delivery of the qualification are all familiar with this Conflicts of Interest Policy.

This policy outlines our intention to identify and monitor all potential, or actual, conflicts of interest that may affect delivery and assessment of Swim England qualifications at our centre now or in the foreseeable future.

Conflict of Interest is a situation in which an individual in a position of trust, has direct or indirect, professional, or personal interests or loyalties.

This includes:-

Financial interest, Friendship, Membership and relationships can also sometimes influence judgments and give an impression that personal motives are involved. Therefore, such competing interests could make it difficult for individuals to fulfil their duties as it may:

Impair objectivity, create an unfair advantage for any person or organisation.

Conflict of Interest can arise if investigating a breach in confidentiality, such as the loss or theft of confidential assessment materials and JWSC must ensure that any investigation is carried out rigorously, effectively, and by persons of appropriate competence who have no personal interest in its outcome.

Examples of Conflicts of Interest:-

On the first day of a course an educator realises that one of the learners is a friend. This must be reported to the Key Centre Contact.

Identifying Conflicts of Interest

Before registering learners the centre must check the learner are not known to the educators, assessors, internal verifiers, the Key Centre Contact or anyone involved in the delivery of the qualification

Managing Conflicts of Interest

If there is a potential conflict of interest, the Key Contact must follow the centres Conflict of Interest Policy recording any actions taken and this should be available for examination if requested by Swim England

Where such a Conflict of Interest has had an adverse effect, the centre will take all reasonable steps to mitigate the adverse effect as far as possible and correct it

The Key contact should make the Internal Verifier aware of any Conflict of Interest.

Notification of a Conflict of Interest will also need to be submitted as part of External Verification samples and included during the yearly Centre Reviews

Interests in assessment

The Key Contact must take all reasonable steps to avoid any part of the assessment of a Learner being undertaken by any person who has a personal interest in the result

Where, having taken all such reasonable steps, an assessment by such a person cannot be avoided, the ATC must make arrangements for the relevant part of the assessment to be subject to scrutiny by another person, e.g., the Internal Verifier.

Evidence collected through the Conflict of Interest policy and procedure needs to be recorded in a log and monitored, which will be reviewed.

Ensure records in relation to Conflicts of Interest are kept and are available for examination by Swim England if requested.

Conflict of Interest: Change in Circumstance

Individuals remain under a continuing obligation to declare conflicts of interest as they arise. Therefore should circumstances change after completion of the initial declaration, or new situations arise, all information must promptly be disclosed to the Key Contact – John Warner Sport Centre

Full Name	
Address	
Telephone Number	
Email Address	

Information for declaration must include

The type of Interest

The Nature of the interest

A description of all parties involved in the interest (financial or non-financial) and any other relevant information

Declaration*

*Please continue on a separate sheet of paper if required

The information you provide will be treated confidentially and will be respected as far as possible with information shared only on a need to know basis.

I acknowledge that the interests exist and that I will inform KC and John Warner Sport Centre in the event that there is a change in my circumstances.

Signature	
Date	

Please return to the Key Contact, John Warner Sport Centre, Hoddesdon, Herts, EN11 0QG

	L Donovan	Authorised by:	
Owned by:	JWSC	Issue No:	V3
Effective from:	May 2022	Next review date:	May 2024