

# Conflict of Interest Policy and Procedure

## Policy

The Institute of Swimming has a duty to ensure that all possible conflicts of interest are managed effectively, ensuring that where there is any potential conflict of interest, that steps are taken to guarantee that the parties involved are not treated or assessed differently than any other individual.

The policy applies to the Institute of Swimming staff, self-employed individuals working on the behalf of the Institute of Swimming and learners attending Institute of Swimming courses.

### Definition of Conflict of Interest

*A conflict of interest is a situation in which an individual has competing interests or loyalties.*

Conflicts of interest can arise in a variety of circumstances, for example:

- An assessor may have a friend, relative or member of their staff on their course
- The same can be true for an Internal Verifier (IV) and/or they may be close friends with the assessor whose work they are verifying

All relevant staff and other individuals have a responsibility to be aware of the potential for a conflict of interest. It is likely that individuals will encounter potential conflicts of interest from time to time. Such situations must be carefully managed to ensure that any conflict of interest does not detrimentally impact on the standards of delivery or assessment.

## Procedure

If you believe that there may be a conflict of interest then you must follow the following steps outlined below:

1. If any individual suspects that there may be a conflict of interest, either for them or another individual associated with the Institute of Swimming then they have a duty to notify the Quality Team (QT) via email as soon as possible
2. Whereby the learner is a relative to that of the tutor and/or assessor, the learner will be requested to be transferred to an alternative course
3. If the individual with the potential conflict of interest is a member of the QT, then the QM should be informed
4. In the rare instance where all members of the QT may be subject of a conflict of interest, then the issue should be raised with the Head of the Institute of Swimming
5. The QT will assess the risk of conflict and take steps to avoid such a conflict occurring. Such steps may include (the examples below are not exhaustive) :
  - a. The requirement of a specific learner to be assessed by a different assessor
  - b. A specific learner must be part of the Internal Quality Assurance (IQA) sample
  - c. A practical IQA visit is conducted to ensure the validity of the observation record assessment
  - d. A different IV is assigned the course
  - e. Removal of the assessor or learner from the course

6. Once actions are confirmed, QT will email the below details to SEQ Quality Assurance Team prior to the course starting:
  - a. Name of learner
  - b. Relationship to tutor and/or assessor and/or IV
  - c. Course attending
  - d. Actions taken to mitigate conflict of interest

Results of the course will not be released until the QT have deemed the results valid, reliable and authentic, so far as reasonably practicable.