Conflict Of Interest Policy

Policy Statement

This policy outlines the principles and procedures for managing conflicts of interest within Riverside Training and our dealings with staff, employers and learners. This policy applies to Riverside Training and any associates who are designing, delivering and engaged in any activities related to our learning and development programmes.

All our staff must be free from conflicts of interest that could adversely affect their judgement or objectivity when conducting assessment, teaching and quality activities.
It is the responsibility of everyone to recognise situations in which they have a conflict of interest or might reasonably be seen by others to have a conflict; to disclose this conflict and to take such further steps as may be appropriate and set out in more detail under the following procedure.

Definition:
A conflict of interest may generally be defined as a conflict between the official responsibilities of an employee and any other interests the particular individual may have and as such could compromise or appear to compromise their decisions.

Examples of Conflicts of Interests

The following are examples of situations that could lead to actual or perceived conflicts of interest:

- Employees having a close or personal relationship with a learner, or a learner's family, whilst being involved in decisions about the outcome of their programme, and on programme activities
- Employees using non-public Riverside Training information or learner data for personal gain or advantage
- Employees who are enrolled on to a Riverside Training programme and have colleagues who are involved in the decisions about the outcome of their programme, and on programme activities

The existence of such interests as those outlined above, does not necessarily imply conflict, but is likely to give an appearance of conflict and as such should be declared.

Process

It is the duty of all employees to disclose any actual or potential conflict of interest, and the process for doing this is documented below:

- All employees are provided with the opportunity to declare any possible conflict of interest during the interview process and it is a requirement that all staff update their line manager when any possible conflict may arise throughout their employment
- The information provided regarding any potential conflict of interest is recorded during staff 1-1s
- If there is a potential conflict of interest, employees must inform their line manager immediately in writing, so that the conflict of interest can be evaluated, and any necessary action agreed with the quality team
- The information submitted is then evaluated to identify if any further action is required and a written record of the outcome is kept by the quality team

Action

Most situations require no further action than the declaration of the possible conflict of interest. In some instances, however, the information declared will require some follow up action, for the conflict of interest to be managed appropriately.

Examples of actions that could be taken are:

- Individual not taking part in discussions or decisions of certain matters
- Referring certain matters for decision to others with no vested interest
- Agreeing not to be involved in a particular project or delivery with a particular learner
- Declaring an interest when it is appropriate to do so
- Blind sampling and assessment of portfolios and assessment practices where necessary
- Counter signatures from employees with no vested interest
- Re-assignment of caseload or second Learning & Development Coaches to support in decisions made

Any required actions will be agreed between the line manager, the employee and a member of the quality team.

Monitoring & Review

This policy is reviewed annually

Current Review Date	July 2026
Next Review Date	July 2027

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