



Conflict of Interest Policy

Current version:	V1
Business Area:	Director of Pillars
Owner:	Director of Pillars
Author:	Shev Pring
Date effective from:	12/11/2024
Date of last review:	12/11/2024
Date of next review:	12/11/2027

Record of changes

Version	Date	Changes
V1	12/11/2024	Published as an all company policy

The Outdoors Group Ltd. Not to be reproduced without permission or reference.

Company number: 10755829

Contents

Introduction	2
Definition	2
Purpose and Scope of Policy	2
Examples of Conflicts of Interest.....	3
Declaring a Conflict of Interest.....	3
The Role of The Outdoors School Exams Officer	4
Appendix A: Conflict of Interest Annual Declaration.....	5
Appendix B: Conflicts of Interest Log	7

Introduction

This policy applies to all The Outdoors Group Ltd staff, trainers and assessors who are involved in the routine function, training and assessing activities of The Outdoors Group Ltd.

All those involved with

- delivery and assessment of Forest School Leadership Training qualifications with [ITC First](#) as the awarding body
- delivery and moderating examinations for the Outdoors School,

have an obligation to act in a way that does not lead to any conflict of interest.

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 awards and qualifications that The Outdoors Group Ltd deliver or compromise the validity of a learner assessment and the award.

Purpose and Scope of Policy

The purpose of this policy is to confirm how The Outdoors School manages conflicts of interest under normal delivery arrangements in accordance with the regulations. The policy will be reviewed every 3 years and updated as required.

This Policy:

- a) Provides a mechanism to protect the candidates and the integrity of the awarding bodies 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

Related Policies

- [Access to Fair Assessment Policy \(FST\).pdf](#)
- [Candidate Appeals Policy and Procedure \(FST\).pdf](#)
- [Complaints Policy.pdf](#)
- [External Assessment Policy \(TOS\).pdf](#)
- [Malpractice and Maladministration Policy \(FST\).pdf](#)
- [Public Interest Disclosure \(Whistleblowing\).pdf](#)

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, or benefits such as employment, gifts, hospitality
- b) Reciprocal arrangements, which compromise the ability to make reliable and professional judgements
- c) Connections to family relationships and/or close friendships with learners who are being assessed
- d) Connections with family members and/or close friendships for training and external assessing of candidates
- e) any members of centre staff who are teaching and preparing members of their family (which includes stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units,
- f) Assessment judgements on behalf of a learner who is their partner or close friend
- g) any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units

Declaring a Conflict of Interest

The Outdoors Group Ltd 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 The Outdoors Group Ltd as soon as they arise
- b) The Outdoors Group Ltd will inform the awarding body of such conflict prior to any training activity being undertaken and seek advice
- c) The Outdoors Group Ltd will log all Conflicts of Interest and make the log available to the awarding body, inspectors and/or regulators as requested ([Appendix B](#))
- d) Failure to inform The Outdoors Group Ltd or the awarding body aware of actual or potential Conflicts of Interest may result in sanctions being applied
- e) The Outdoors Group Ltd Co-CEO will make an annual declaration regarding the status of The Outdoors Group Ltd Conflict of Interests ([Appendix A](#))

This policy must be reviewed and confirmed by all relevant members of The Outdoors Group Ltd staff.

The Role of The Outdoors School Exams Officer

They will ensure the process for collecting declarations of interest is undertaken. In addition, they will identify and follow the awarding body's administrative process for submitting details of members of staff who are:

1. taking qualifications which include internally assessed components/units at their own centre
2. teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units,
3. To retain the records of the measures taken to mitigate any potential risk to the integrity of the qualifications affected until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Appendix A: Conflict of Interest Annual Declaration

Centre Name: The Outdoors Group Ltd

Please circle “Yes” or “No” to the following questions.

If a “No” is given, please provide further details below.

I have read and understood The Outdoors Group Ltd Conflict of Interest Policy	Y/N
I have provided this policy to all relevant personnel within The Outdoors Group Ltd	Y/N
Describe how this policy has been provided:	
All The Outdoors Group Ltd staff are aware of their obligation to the declaring of Conflicts of Interest	Y/N
Provide comment:	
I can confirm that The Outdoors Group Ltd has no significant or influential relationship with its awarding body or regulators	Y/N
If No: Give further information:	
I can confirm that no member of The Outdoors Group Ltd staff of this Centre has a financial interest of its awards	Y/N
If No: Give further information:	
I can confirm that all reasonable steps have been taken to avoid any part of a learner assessment being undertaken by any person who has a personal interest in the result of its assessment (e.g. the assessor is the partner/related to the learner, etc.).	Y/N

Provide actions taken or not taken:	
Any exceptions will be reported to the awarding body as soon as possible and prior to the assessment taking place.	Y/N
Provide details of when/how:	
<p>Declaration:</p> <p>I confirm that this form has been completed to the best of my knowledge and that the information contained within this form is true and correct. I understand that if the information is later found to be false The Outdoors Group Ltd, may be subject to sanctions imposed by ITC First and /or its regulators.</p> <p>I confirm that The Outdoors Group Ltd conflicts of interests will be kept under constant review and any actual or potential conflicts will be reported to the ITC Awards Manager as soon as they are identified.</p>	
Signature:	Date:

Appendix B: Conflicts of Interest Log

Date	Qualification Title	Name of Person Involved	Conflict of Interest	Action Taken

To be reviewed for recurring issues and mitigation.