



## Conflict of Interest Policy

Prince Henry's Grammar School Swim England Qualifications Swim Centre proactively manages any conflict of interest in any part of the organisation. Prince Henry's Grammar School Swim Centre acknowledges that conflicts of interest can be direct and obvious or indirect and perceived. Therefore, Prince Henry's Grammar School Swim Centre seeks to put measures in place to ensure propriety is assured at all times.

### Procedure

1. All staff at Prince Henry's Grammar School Swim Centre will receive training on how to deal with conflicts of interest and this will be supported by written reference in the staff handbook.
2. Confidentiality will be maintained at all times.
3. The specific details of the conflict of interest are brought to the attention of Prince Henry's Grammar School Swim Centre by email and by the person who wishes to report this, which could be the person directly involved, such as a tutor assessing a learner who is known to them. Specific details should include the nature of the conflict and any other key information.
4. Prince Henry's Grammar School Swim Centre will identify an investigating officer who will consider the details of the potential conflict of interest and any appropriate interventions.
5. The outcomes of this will be recorded and placed on file including the interventions and impact of these. The person reporting the potential conflict of interest will be informed of the outcome as soon as possible though may not be told specific details as a result of confidentiality.
6. If the conflict of interest is noted after the event and a conflict has potentially compromised the security of certification then the Swim England Qualifications Awarding Body will be notified immediately.

Revised July 2019.