

# Conflict of Interest Policy

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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 Quality Assurer 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.

If you believe that there may be a conflict of interest then you must follow the following steps outlined in the Institute of Swimming Conflict of Interest Procedure:

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.
2. If the individual with the potential conflict of interest is a member of the Quality Team, then the Quality Lead should be informed.
3. In the rare instance where all members of the Quality Team may be subject of a conflict of interest then the issue should be raised with the Institute of Swimming Managing Director.
4. The Quality Team will assess the risk of conflict and take steps to avoid such a conflict occurring
5. 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 different Internal Verifier is assigned the course
  - d. Removal of the assessor or learner from the course

Results of the course will not be released until the Quality Team have deemed the results safe, so far as reasonably practicable.