



Conflict of Interest Policy



Paddles Up Training Conflict of Interest Policy

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Aim of Policy

To ensure that Paddles Up Training (PUT) manages and puts in place measures to avoid a conflict between the official responsibilities of a person in a position of trust and any other interests the particular individual may have, e.g. where the individual could be seen to be influencing PUT matters for actual or potential personal benefit, or seeking such a gain at the expense of PUT.

Introduction

Paddles Up Training has a legal obligation to act in the best interests of the organisation and in accordance with the policies and procedures of British Canoeing Awarding Body (BCAB).

Conflicts of interests may arise where an individual's personal, family or business interests and/or loyalties conflict with those of the organisation. Such conflicts may create problems such as:

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of Paddles Up Training
- Risk the impression that Paddles Up Training has acted improperly.

Conflicts of Interest

Individuals are responsible for disclosing potential conflicts of interest. The following examples are a guide, based on roles an individual may hold with PUT.

Assessors

- Assessors must not assess close family.
- Assessors should avoid assessing friends, colleagues or employees.

If a conflict of interest is identified and is unavoidable, the Assessor must complete the [Conflict of Interest Notification Form](#). This will be considered by the Coaching and Partnership Manager and any additional measures required will be communicated in writing. An Assessment must not take place until written confirmation has been received by the Assessor.

PUT Employees

- A PUT Employee must not process the qualifications, awards or desk based verification of close family.
- A PUT Employee must avoid processing the qualifications, awards or desk based verification of friends, colleagues or employees.

If a conflict of interest is identified and is unavoidable, the employee must inform their line manager or in their absence, the Responsible Officer prior to the completion of the work task.

Note: Close family means a spouse, an individual and a spouse's grandparents, parents, siblings, children, nieces, nephews, aunts, uncles, first cousins, the spouse of any of these people, or any other individuals who share the same household.

Trainers, Internal Verifiers and Quality Assurance Officers

An individual who holds one of these roles must not provide a skill verification, final sign off, internal verification or quality assurance visit:

- of a close family member.
- an employee, contractor or person they regularly work with (2 assessments in a 30 day period or 6 assessments in a 12 month period).

- for a direct competitor**.

** Where a learner could reasonably choose to use the role holder as their assessor without incurring additional travel expense.

If a conflict of interest is identified and is unavoidable the Trainer, Internal Verifier or Quality Assurance Officer must inform the Responsible Officer prior to the completion of the work task.

Referees

An individual must not act as a referee for a family member:

- Accreditation of Prior Learning applications
- Tutor/ Assessor/ Provider applications
- Employed post applications

Note: If in doubt, complete a [Conflict of Interest form](#)

Conflict of Interest Management

A [Conflict of Interest form](#) will be responded to within 14 working days of receipt.

Where reasonable steps can be taken to ensure the risks of conflicts are mitigated, written permission for the activity to be undertaken will be given along with any requirements that need to be met/ evidenced.

Where reasonable steps cannot be taken, a notice will be given that the activity must not take place until an alternative individual can be identified to undertake the activity.

If the PUT Responsible Officer/ Coaching and Partnership Manager is potentially involved in a conflict of interest with one or more parties in a case, the following steps will be followed:



1. Receipt of the conflict of interest will be acknowledged along with notification that the case will be escalated to BCAB.
2. A case escalated to BCAB will require up to 14 working days more to be resolved. (up to 28 working days)

Policy Review Arrangements

We will review this policy on an ongoing basis as part of our continuous improvement activity and revise it as and when necessary in response to customer and learner feedback, changes in our policies and processes and actions from allegations.

In addition, we may update this policy in light of operational feedback to make sure our arrangements for dealing with suspected cases of malpractice and maladministration remain effective.

Contact us

If you have any queries about the contents of the policy, contact our customer service team:

Tel: 0300 0119 500

Email: coaching@paddlesuptraining.com

Darryll Shaw

Paddles Up Training Responsible Officer