

CONFLICT OF INTEREST POLICY

Company Operations

Animal Days Out C.I.C. trading as ADO Services

Incorporating River Valley AP and ADO Mini-Explorers

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Current Version Valid from 1st February 2021

Next Scheduled Review February 2022

2020-2021

1 Conflict of Interest Overview

It is the policy of ADO and all staff to be fully aware of the potential of a 'Conflict of Interest' within the organisation, specifically when the requirements of responsibility for being a centre of learning, an exam centre and a location where academic and vocational qualifications are monitored, assessed and reported on.

The Conflict of Interest Policy is valid for the following services:

ADO Education – River Valley AP – ADO Training Centre

2. Purpose of the Policy

ADO has a responsibility to protect our integrity as a business and ensure that qualifications and assessments are secure and safe from any untoward conflicts of interest. The policy protects and supports staff by providing a guidance on handling any possible conflicts of interest and the how to ensure that the correct procedures are carried out to protect the business integrity. The policy covers all staff in any capacity who may be directly or indirectly involved in any roles in the operation of being a designated exam centre.

3. Definition

A conflict of interest is a situation in which an individual staff member, or a collective organisation, has competing interests or loyalties. In the case of an individual, the conflict of interest could compromise or appear to compromise their decisions if it is not properly managed. For an organisation the conflict could have wider and more serious implications on its integrity or operation.

Types of conflicts of interest could include, but not be limited to the following examples:

- Where a staff member assessor carries out work and has friends or relatives taking assessments or exams
- Where a temporary or session worker staff member carries out work on ADO's behalf, but may have personal interests that conflict with their profession
- Where the delivery of training is compromised by a staff member not following the correct procedures and regulations for their own gain
- Where a staff member in a senior position influences any outcomes or assessments indirectly that place the assessor in a compromised position
- Where the difference or independence in teaching the programme and the end point assessment has merging conflicting factors contrary to ensuring regulations or procedures are met.

4. Managing Conflict

At ADO we aim to ensure:

- Staff always follow procedure and ensure regulations are adhered to
- Staff are monitored by their line manager and any discrepancies are recorded on their personal development plan
- Staff are always updated with any changes to regulation and procedure following ADO version, change and release management procedures
- Ensure that any changes to ADO policy and procedure does not conflict with regulatory responsibilities
- All processes and procedures should be annually reviewed and follow ADO version, change and release management procedures
- Make sure that any staff members declare any possible conflicts of interest prior to working with learners who may be related or are friends
- Make sure that there is an independence in the end point assessment with no possible outside influences contrary to following regulations and procedures
- Ensure that all staff are aware of the internal ADO Whistleblowing procedures in the event they suspect a conflict of interest with another staff member

5 Responsibilities

The overall responsibility for ensuring that all staff members are fully updated with regulation, policies and procedures will be the Head of Centre. Further responsibilities follow the Responsibilities Policy.

6 Escalation

The escalation procedure follows normal procedures as, incorporating internal escalations.