Hampshire County Council

Hampshire Outdoors

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Conflict of Interest Policy & Procedures

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Hampshire County Council

Contents

1.0 Introduction 3
2.0 Scope & Purpose 3
3.0 Definition of Conflict of Interest 3
4.0 Hampshire Achieves Responsibilities 3
5.0 Monitor, Review & Audit 4
Appendix 1 Conflict of Interest Log – 2024-2025 5

Conflict of Interest Policy & Procedures

1.0 Introduction
Hampshire Outdoors is part of the Participation and Lifelong learning Service in Hampshire County Council's Directorate of Children's Services and is responsible for the delivery of accredited qualifications through several Awarding Organisations; 1st4Sport, Swimming Teacher Association (STA), Atlantic Crest, ITC and Bikeability.

1.1 Related Policies
This policy is developed in the context of other related policies, including:
· Internal Quality Assurance
· Malpractice and Maladministration
· Complaints and Compliments

2.0 Scope & Purpose
The policy applies to all employees of Hampshire County Council (HCC) who undertake or deliver qualifications through Hampshire Outdoors.
The Awarding Organisations (AO) are required by the qualification regulator the Joint Council for Qualifications (JCQ) to ensure that any conflict of interest in relation to the design, delivery and awarding of examinations / assessments is identified, recorded, and managed effectively.
Hampshire Outdoors conflict of interest processes have been designed to protect the integrity of awarding bodies assessments undertaken at our centres, and we want to make sure they remain fair, and we also want to make sure individuals at our centres are protected where there is potential, or a perception, that they could be influenced by any personal interests.

3.0 Definition of Conflict of Interest
A conflict of interest occurs where any member of staff who has access to privileged information, or is responsible for making decisions about assessment outcomes, could, potentially, use that information, or their position, to give an unfair advantage to a close friend or relative entered for an examination/assessment at our or any other centre.

A conflict of interest also occurs if any member of our Centre's staff is entered for an examination/assessment.

4.0 Hampshire Outdoors Responsibilities
It is the responsibility of the Head of Service (or their nominee e.g. Development Manager) to manage conflicts of interest e.g. if any:
· members of centre staff who are taking qualifications at their own centre which include internally assessed components/units;
· 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.
And maintains clear records of all instances where:
· centre staff are taking qualifications at their centre which do not include internally assessed components/units;

In addition to the above requirements of what should be recorded at our centres, if there are any other situations which it is felt could be, or at least perceived to be, a potential conflict, it is best practice to record this.
The Development Manager must ensure that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. These records may be inspected by a JCQ Centre Inspector and/or AO staff. They might be requested in the event of concerns being reported to an awarding organisation. The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

5.0 Monitor, Review & Audit
The contents of all policy and procedures will be monitored regularly by Hampshire Outdoors Managers.
All policy and procedures will be reviewed in line with our policy schedule to determine their effectiveness, and where any changes are required, these will be applied and ratified.

Appendix 1 Summary of Process to Mitigate Risk

All HCC staff delivering a national qualification will be given the opportunity to complete a Staff Conflict of Interest Declaration Form per qualification at the start of the academic year. Staff will be given the chance to update this form at the start of each new cohort/or individual learner.

All HCC staff, as learners, or any other learner completing a national qualification, will sign a conflict of interest declaration as part of the enrolment process.

Development Managers

- will create an annual Conflict of Interest log, to which, both learner and where relevant staff names will be added.
- prior to an EQA visit, provide the EQA with a list (our internal log) of the learners subject to conflict.

The EQA will (where relevant):

· identify a recommended sample size from the list of learners and undertake QA activity.

· by completing their report provide a rolling log of learners to the awarding body

· request to review our ‘Conflicts of Interest Policy’, along with details of the Assessor(s) and IQA(s)

Appendix 2 – Conflict of Interest Log

Conflict of Interest Log 2026-2027

Qualification Title:

Learner Name	Qualification Number	Qualification Title	Staff Member	Nature of Conflict