



Kate's Training CIC

Conflict of Interest Policy

At Kate's Training CIC we are obliged to follow the Conflict of Interest Policy. This policy applies to our trainers, directors, staff, volunteers, contractors and business partners and anyone else who works with us or joins our services.

1. Definition

1.1 A conflict of interest is a situation in which an individual has competing interests or loyalties which could compromise or be seen to compromise their decisions. This includes all trainers, directors, staff, volunteers, contractors, business partners and clients.

1.2. We recognize following types of Conflict of Interest:

- **Personal**
 - where for example a Trainer is assessing a friend or family member
 - where a Trainer is assessing friends family member, friends friend or friends staff members or work colleagues
- **Business**
 - where for example Trainer is assessing a business partner, this could be another director or any different business related person
 - where the Trainer is assessing business partners family members, friend, staff members, work colleagues
 - where a person has split loyalty, for example a director has a function of responsibility within a different organisation
 - where a business partner is direct competitor as a trainer or business or works with different competitors

2. Policy Statement

At Kate's Training CIC we will try to avoid conflict of interests, however there will be situations, where it is not possible to avoid the conflict of interests. In such occasions, we will take all reasonable steps to make sure, that the conflict of interests has no adverse interest on our Learners, Clients, Trainers, Directors, Secretary, Business Partners and any person involved with our company.

2.1 We will ensure to mitigate potential or actual conflict of interests by:

- Avoid where possible
- Declare
- Consult
- Record

2.2 All our trainers and our team at Kate's Community Training CIC will follow the Nuco Training and First Aid Awards Conflict of Interest of Policy which can be obtained from www.nucotraining.com and www.firstaidawards.com

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2.3 All our students, clients and business partners will be informed about the conflict of interests, and we will state them at each course work with our regulatory bodies Nuco Training and First Aid Awards.

3. Possible conflicts of interest

The list below are examples of actions that may be seen as posing a conflict of interest with action that may be taken to avoid an adverse effect arising:

- Assessments - Assessments, or any part of the assessment process (including by way of Moderation), of Learners should not be undertaken by a person who has a personal interest (personal benefit or gain) in the result of the assessment. Where, having taken all such reasonable steps, an assessment by such a person cannot be avoided, Kate's Training Ltd will make arrangements for the relevant part of the assessment to be subject to scrutiny by another suitably qualified person.
- Fees – Kate's Training CIC will apply fees and charges according to its written policy/schedule of prices equally to all registered Learners and Clients. Any discounts or variations applied will be supported by criteria that will also be applied equally to all Learners and Clients.
- Learner Registration - All Learners will be required to meet a standard set of criteria as detailed by the appropriate Regulatory Body in order to gain the qualification.
- Quality Assurance - All our trainers are being monitored for quality assurance on annual basis.
- Kate's Training CIC relations with registered Learners – our trainers will take all reasonable steps to ensure that our registered Learners are not treated more or less favorably.

The list above is not exhaustive or exclusive.

4. Management of possible conflict of interest

4.1 Where a possible conflict of interest is identified, we will:

- In consultation with all parties concerned, gather the facts relating to the possible conflict of interest.
- Consider the possible consequences and, in particular, consider whether an adverse effect may arise.
- Consider what action may be taken to avoid the conflict of interest or avoid an adverse effect arising. Kate's Training CIC may consult the appropriate regulatory body where there is any doubt that local action may be insufficient.
- We will monitor the effects of action taken.
- We will maintain a record of such events and consider action that may be taken to avoid such events happening again.

4.2 Where a conflict of interest has arisen that has caused an adverse effect, we will deal with it in accordance with the relevant policy as appropriate.

5. Record of conflict of interest issues

Where a possible conflict of interest is identified and action taken, we will retain a record that will be available for audit and used to develop and evolve its policies and procedures. All our Directors and Secretary, staff and trainers will sign that they read and understood Conflict of

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Interest Policy and declare conflict of interest at the start and whenever a possible new conflict of interest arises.

6. How to contact us regarding Conflict of Interest:

Should you have any questions regarding Conflict of Interest at Kate's Training CIC, how to declare or any advice needed, please contact us at support@katestraining.uk, 07362512257 or 01617062276. We always welcome any constructive feedback from our clients, students and anyone who works with us, as well as any organisations or members of the public.

7. Policy review

This policy should be read alongside our other organisational policies.

This policy will be reviewed annually and as and when required, and we take into consideration learner and clients feedback, changes in legislation and any legal changes of policies and procedures as per our awarding organisation First Aid Awards.

Policy Team: Kate Gorski, Piko Choi, Katherine Metcalfe.

Last review: 09/05/2025.