



Conflict of Interest Policy

Kate's Training CIC

1. Policy Purpose

This policy explains how Kate's Training CIC identifies, declares and manages conflicts of interest. It must be followed by all trainers, directors, staff, volunteers, contractors, business partners, service users and anyone who works with or receives services from the organisation.

2. Policy Scope

This policy applies to all directors, trainers, employees, volunteers, contractors, business partners and anyone acting for Kate's Training CIC. It covers training, assessment, quality assurance, purchasing, recruitment, partnerships, financial matters and all other decisions made for the organisation. It applies whenever a personal, professional, financial or business interest could affect—or appear to affect—a person's judgement or actions.

3. Definition of a Conflict of Interest

- 3.1 A conflict of interest occurs when a person has different interests or loyalties that could affect—or appear to affect—their judgement or decisions. This applies to all trainers, directors, staff, volunteers, contractors, business partners and clients.
- 3.2 We recognise the following types of conflict of interest:

Personal conflicts of interest	Business conflicts of interest
• A trainer assesses a friend or family member. • A trainer assesses a friend's family member, friend, employee or work colleague. • Directors or volunteers have a family or personal relationship.	○ A trainer assesses a business partner, another director or another business-related person. ○ A trainer assesses a business partner's family member, friend, employee or work colleague. ○ A person has divided loyalties, such as a director holding a position of responsibility in another organisation. ○ A business partner is a direct competitor, works as a competing trainer or business, or works with other competitors.

4. Policy Principles

Kate's Training CIC will take reasonable steps to identify and prevent conflicts of interest before an activity starts or a decision is made. Everyone covered by this policy must report any actual, potential or perceived conflict as soon as possible. They must not take part in the relevant activity or decision until suitable safeguards have been agreed. If a conflict cannot be avoided, we will assess the risk, record our decision and put suitable controls in place. We will act fairly and openly, seek advice from the relevant regulator or awarding body when needed, and review the arrangements if circumstances change.

4.1 We will mitigate actual, potential or perceived conflicts of interest by:

Kate's Training CIC is a community interest company limited by guarantee registered in England and Wales (Registration number 15816406).



- Avoid where possible
- Declare
- Consult
- Record

All trainers, volunteers and team members at Kate's Training CIC must also follow the conflict of interest policies issued by Nuco Training and First Aid Awards. These policies are available from www.nucotraining.com and www.firstaidawards.com.

4.2 We will inform learners, clients and business partners about any conflict that is relevant to them.

At each course, we will explain the applicable requirements and, when appropriate, work with Nuco Training, First Aid Awards, other regulators and relevant organisations.

5. Examples of Conflicts of Interest

The examples below show situations that may create a conflict of interest and the steps that can help prevent or reduce any negative impact:

- **Assessments** — A person must not assess or moderate work if they have a personal interest in the outcome or could benefit from it. If this cannot reasonably be avoided, another suitably qualified person must independently review the relevant part of the assessment.
- **Fees** — Fees must be set and applied fairly, consistently and openly, using the same relevant criteria for all learners and clients. Any discount, waiver or special arrangement must have a clear reason, be authorised and be recorded.
- **Funding** — Funding must be allocated and used in line with our commitments and the funder's requirements. All decisions must be fair, clear and properly recorded, and funds must be used only for their intended purpose.
- **Learner registration** — Learners must meet the standard entry and qualification requirements set by the relevant regulatory body.
- **Quality assurance** — Every trainer will be monitored at least once a year for quality assurance.
- **Relationships with registered learners** — Trainers must take reasonable steps to ensure that all registered learners are treated fairly and consistently.

The list above is not exhaustive.

6. Managing Conflicts of Interest

6.1 When we identify an actual, potential or perceived conflict of interest, we will:

- Ask the person involved to explain the interest, who is involved, and any possible benefit, influence or risk.
- Gather the relevant facts, speak to affected people when appropriate, and assess how likely and serious any negative impact could be.
- Decide whether the conflict can be avoided by removing the person from the decision, assessment or activity, changing responsibilities, arranging independent oversight or using another suitable safeguard.
- Record the conflict, our assessment, the decision, the safeguards, the responsible person and the review date in the conflict of interest register.
- Communicate the agreed restrictions or actions to those who need to know, while protecting confidential and personal information.
- Monitor the safeguards and review them on the agreed date or whenever circumstances change. Serious, unresolved or repeated conflicts will be



referred to the directors and, where appropriate, the relevant regulator or awarding body.

6.2 If a conflict has caused, or may cause, a negative impact, we will act quickly to reduce harm and correct the affected decision or process where possible. We will notify the relevant people or organisations and follow the appropriate complaints, safeguarding, quality assurance, disciplinary or regulatory procedure. We will record the outcome and any lessons learned to help prevent the issue from happening again.

7. Declaration and Record-Keeping

We will keep a record of every actual, potential or perceived conflict of interest and the action taken. These records will support audits and help us improve our policies and procedures. All directors, staff, volunteers and trainers must confirm that they have read and understood this policy.

Directors, the company secretary, staff, volunteers and trainers must declare any actual, potential or perceived conflict when they start their role and whenever a new conflict arises.

8. Advice and Contact

If you have a question about a conflict of interest, need help making a declaration or would like to provide constructive feedback, contact us at support@katestraining.uk, 07362 512257 or 0161 706 2276. We welcome feedback from clients, learners, people who work with us, organisations and members of the public.

9. Policy Review and Approval

This policy should be read with our other organisational policies. We will review it every year and sooner if needed. Reviews will consider feedback from learners and clients, changes to the law and legal requirements, and relevant policies or procedures issued by First Aid Awards.

Policy owned and approved by	Board of Directors at Kate's Training CIC
Policy team	K. Gorski, K. Metcalfe, D. Gorski, E. Adelakun
Main contact	Kate Gorski, kate@katestraining.uk , 01617062276, 07362512257
Effective date	1 st September 2026
Next review	1 st September 2027, or as and when required
Applies to	Directors, Employees, Workers, Volunteers, Trainers, Contractors