



CONFLICT OF INTEREST

Skin Aesthetics & Academy – Conflict of Interest Policy

Review Date: 13/6/27

Policy Statement

Skin Academy is committed to maintaining the highest standards of integrity, transparency, and professionalism in all its operations. This policy outlines how we identify, manage, and record actual or perceived conflicts of interest to protect the validity of our training and assessment processes and to comply with regulatory and awarding body requirements.

1. Purpose of the Policy

The purpose of this policy is to:

- Define what constitutes a conflict of interest.
- Outline how conflicts of interest are identified and managed.
- Detail the procedures for recording and monitoring conflicts of interest using our Conflict of Interest Log.
- Ensure compliance with the standards of awarding organisations and regulatory bodies such as Ofqual.

2. Scope

This policy applies to:

- All staff, tutors, assessors, internal quality assurers (IQAs), administrators, and contractors.
- Any students or learners whose assessment or progression could be influenced by a conflict.
- Situations involving friends, family members, or business relationships that may impact objective decision-making.

3. Definition of a Conflict of Interest

A conflict of interest arises where an individual's personal or professional interests may compromise, or appear to compromise, their objectivity or ability to carry out their duties fairly.

Examples include:

- Assessing a family member or friend.
- Having a financial interest in a learner's success.
- Working for another organisation that may compete or conflict with Skin Academy.
- Offering private tuition to enrolled students outside of the approved training programme.



4. Responsibilities

Staff and Contractors Must:

- Declare any actual, potential, or perceived conflict of interest as soon as it arises.
- Complete a Conflict of Interest Declaration Form.
- Avoid situations where impartiality may be compromised.
- Cooperate with management to resolve or mitigate conflicts.

Management Will:

- Maintain a central Conflict of Interest Log.
- Review all declarations and determine whether action is required.
- Implement controls, such as reassignment of assessors or additional quality assurance checks, where needed.
- Monitor compliance and report concerns to awarding bodies if required.

5. Conflict of Interest Log

A Conflict of Interest Log is maintained and reviewed regularly by the Academy Director or appointed Compliance Officer.

The log includes:

- Name of individual declaring the conflict
- Nature of the conflict
- Date declared
- Action taken to mitigate or resolve the conflict
- Status (open/closed)
- Date of resolution

This log is securely stored and made available for inspection by awarding organisations upon request.

6. Managing Conflicts

Upon declaration, management will:

- Assess the risk level and potential impact on fairness and quality.
- Take appropriate action, such as:
 - Reallocating assessment or IQA duties
 - Notifying the awarding body
 - Placing the individual under enhanced observation
- Document all actions and ensure continued monitoring.

7. Failure to Declare

Failure to declare a conflict of interest may result in:

- Disciplinary action
- Investigation by the awarding organisation
- Invalidity of assessments or certifications
- Damage to the academy's reputation and credibility

8. Review and Updates

This policy and the Conflict of Interest Log are reviewed annually, or immediately if there are changes to regulations or centre operations that may affect the management of conflicts.