

IFST assessor's Conflicts of Interest Policy and Declaration Form

Please make yourself aware of this Conflicts of Interest Policy before making a declaration using the attached Declaration of Interests Form. All interests, financial or otherwise, which you believe **may be relevant to your role as an assessor of IFST should be included**. A 'nil' return is required where no interests are relevant.

Conflicts of Interest Policy

The purposes of this policy are:

- to protect the integrity of the Institute's decision-making process;
- to enable all outside parties dealing with the Institute to have confidence in the Institute's integrity; and
- to protect the integrity and reputations of assessors

Written disclosure

All assessors, upon being appointed, will be required to make a full written disclosure of their interests, gifts or hospitality received; relationships and holdings that could potentially result in a conflict of interests. A declaration of interests form is attached for this purpose. These written disclosures will be kept on a file by IFST and members will be required to update their disclosure annually or if and when their circumstances change.

Meeting Protocol

If an assessor is conflicted in relation to any matter to be discussed at the meeting, then he or she must declare this at the start of the meeting, and be absent from the discussions and a vote on the matter about which he or she is conflicted.

In the course of meetings or other activities, if a conflict of interest becomes apparent assessors will be required to disclose those interests at the time and will not take part in any discussions on that agenda item or any subsequent vote.

If an assessor becomes aware of a potential conflict of interest by another assessor, then they will declare that interest.

Confidentiality of Information

IFST recognises that although some of the material submitted in support of an application will be in the public domain, other material may not be and as such is confidential. Assessors are required to treat all applications and accompanying material as confidential and not divulge anything about the applications and material received outside the Panel discussions. This also applies after a Panel member has completed their term of office.

Code of Professional Conduct

Members are bound by IFST's Code of Professional Conduct - www.ifst.org/membership/professional-ethics

Data Protection

The information provided will be processed in accordance with data protection principles set out in the Data Protection Act 1998. Data will be processed only to ensure that assessors act in the best interests of the Charity. The information provided will not be used for any other purpose.

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Declaration of Interests Form

I,(first + last name), have read a copy of IFST's Assessor's Conflicts of Interest Policy and have set out below my interests in accordance with that policy.

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection.
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) e.g. external examiner, directorships, or other positions of authority/influence in organisations offering degrees or training courses	
Membership of any professional bodies, including any appointments (voluntary or otherwise)	
Gifts or hospitality in excess of £20 accepted from potential applicants in the last twelve months.	
Any other conflicts that are not covered by the above, eg a family member being an employee or student at a course provider	

To the best of my knowledge, the above information is complete and correct at the time of making this declaration. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for these details to be used for the purposes described in the Assessor's Panel Conflicts of Interest Policy and for no other purpose.

Signed:

Position:

Date: