



Conflict of Interest Policy

Feb 24

This Conflict of Interest Policy document should be:

- Completed by any member of Next Gen Teaching, including Directors, Governors, appointed staff (within any agreed role) and volunteers.
- used by Directors, Governors and Senior Leaders to collect and monitor any Conflicts of Interest related to any member of Next Gen Teaching
- used in conjunction with the Next Gen Teaching Conflict of Interest Policy
- Each member of Next Gen Teaching **is required to complete and sign PART 1 and Part 2 of this policy** - identifying any possible conflicts of interest before commencement of any work and agreed duties
- Any member of Next Gen Teaching who has declared a conflict of interest must complete and sign **PART 3**
- **Should a conflict of interest be declared**, a member of the NGT Governing Body must review and complete **PART 4**

Next Gen Teaching Conflict of Interest Policy

PART 1 – Policy Overview

1. Purpose

The purpose of this **Next Gen Teaching Conflict of Interest Policy** is to ensure that all employees, consultants, board members, and affiliates of **Next Gen Teaching** act in the best interests of the organisation and maintain the highest standards of integrity, transparency, and professionalism in all business dealings.

This policy establishes guidelines for identifying, disclosing, and managing conflicts of interest to prevent any undue influence or favouritism that may compromise the educational business's mission and operations.

2. Scope

This policy applies to:

- Employees (full-time, part-time, and temporary)
- Consultants and contractors
- Governors, Director and senior leadership
- Volunteers and affiliates acting on behalf of the organisation

3. Definition of Conflict of Interest

A **conflict of interest** arises when an individual's personal, financial, or professional interests interfere, or appear to interfere, with the interests of **Next Gen Teaching**, or vice versa. This includes situations where an individual's actions could:

- Result in personal gain at the expense of the organisation.
- Undermine professional or ethical decision-making.
- Involve personal relationships that affect objectivity.
- Create unfair competitive advantages for external parties.

Common examples include:

- Having a **financial interest** (e.g., ownership, investment, or direct financial benefit) in a competitor, supplier, or partner of the organisation.
- Engaging in **consulting or employment** with another educational provider or competitor without prior approval.
- Awarding **contracts, partnerships, or sponsorships** to organisations where the individual or their family member has a vested interest.

- Using **confidential business information** for personal gain.
- Receiving **gifts, benefits, or favours** from vendors, partners, or clients that could influence business decisions.
- Using **intellectual property** (e.g., curricula, teaching materials, or methodologies) for personal ventures or with competing organisations (or vice versa) without proper authorisation.
- Participating in **recruitment** decisions involving family members, friends, current or former colleagues or business associates without proper disclosure, which may affect objective recruitment processes.
- Advocating for or **directing business** to specific organisations, methodologies, or approaches primarily due to personal membership, affiliation, or loyalty to that association rather than based on objective assessment of organisational needs.

4. Disclosure of Conflicts of Interest

All individuals covered under this policy must disclose any actual, perceived, or potential conflicts of interest:

- Upon joining **Next Gen Teaching** as an employee, consultant, or board member.
- Annually, through the **Conflict of Interest Declaration Form**.
- Immediately, if a new conflict of interest arises during their tenure.

Disclosures must be submitted in writing to **Chair of Governors**, who will assess and document the nature of the conflict and determine the appropriate course of action.

5. Management of Conflicts of Interest

Upon disclosure, the organisation will take appropriate steps to manage the conflict, which may include:

- **Recusal:** The individual may be asked to abstain from decision-making or discussions related to the matter.
- **Divestment:** Requiring the individual to relinquish their financial or business interest.
- **Reassignment:** Transferring certain duties to another employee to prevent bias.
- **Cessation:** Requiring the individual to immediately stop the activity that creates the conflict of interest.
- **Termination of Contract:** In severe cases, continued conflicts of interest may result in termination of employment or contractual relationships.

Decisions regarding conflict resolution will be documented, and affected individuals will be informed in writing.

6. Gifts, Hospitality, and Business Courtesies

Employees and representatives of **Next Gen Teaching** must not accept gifts, hospitality, or other benefits that may improperly influence business decisions. Permitted exceptions include:

- **Modest and customary gifts** (e.g., books, office supplies, small welcome gifts).
- **Business meals and hospitality** that are reasonable and align with professional standards or aid the delivery of Next Gen's services (e.g. on-site accommodation).
- **Industry events or conferences** where participation benefits professional development.

Any gift or benefit exceeding **£50** must be reported to **your assigned member of Next Gen Teaching Senior Leadership** for approval.

7. Confidentiality and Non-Disclosure

All individuals must maintain confidentiality regarding:

- Conflict of interest disclosures.
- Internal business strategies, financial information, and proprietary data.
- Any decision-making processes related to conflicts of interest.

Unauthorised disclosure of confidential information may lead to disciplinary action, including termination.

8. Compliance and Enforcement

Failure to disclose conflicts of interest or comply with this policy may result in:

- Formal warnings or disciplinary action.
- Removal from decision-making responsibilities.
- Contract termination or dismissal for serious violations.

All employees and affiliates are required to sign an acknowledgment confirming their understanding and acceptance of this policy [See Part 2].

9. Review and Oversight of Conflict Register

All declarations of interest submitted by governance members and staff are maintained in a live Conflict Register, which is reviewed **termly by the Chair of Governors and the Secretary of the Governing Body**.

In addition:

- Any new or updated conflict declarations are logged within 5 working days of notification.
- Where a potential conflict is identified, the Chair will determine appropriate mitigation (e.g., recusal from specific decisions).

- The termly review ensures proactive management and audit-readiness, in line with OFQUAL requirements.

10. Review and Amendments

This policy shall be reviewed annually by **Next Gen Teaching Governing Body** to ensure continued relevance and effectiveness. Amendments may be made as required to address emerging risks or regulatory changes.

11. Electronic Acknowledgment and Agreement

Please click on the link [HERE](#) to complete the [Next Gen Teaching Conflict of Interest Declaration](#). All members of Next Gen Teaching **MUST** complete this online form.

APPENDIX

This appendix contains paper copies of the online Next Gen Teaching Conflict of Interest Declaration. You DO NOT NEED TO COMPLETE THESE but can use them for reference.

Part 2 and Part 3 of the paper-based copy will be used in the event of the online form being unavailable for any reason. Should this be required, you will be asked to complete these by a member of Next Gen Teaching Leadership.

PART 2 - Conflict of Interest Declaration Statement

Educational Provider: Next Gen Teaching

Date: _____

Name of Declarant: _____

Position Held [as stated on the relevant NGT Job Description]:

Term of Employment [Full/Part-time, Consultant, Temporary, Volunteer]:

As a representative of **Next Gen Teaching**, I recognise my responsibility to act in the best interests of the organisation and to uphold transparency, integrity, and fairness in all professional dealings.

I hereby declare that:

1. Personal or Financial Interests

- ☐ ☐ I do not have any personal or financial interests that may conflict with the interests of **Next Gen Teaching**.
- ☐ ☐ I have a financial, business, or personal interests that may create a potential or perceived conflict of interest, which I have outlined in PART 3.

2. Relationships with External Entities

- ☐ ☐ I do not have any external affiliations that may conflict with my role at **Next Gen Teaching**.
- ☐ ☐ I hold positions or relationships with external organisations that may have dealings with **Next Gen Teaching**, which I have outlined in PART 3.

3. Professional or Family Relationships

- ☐ ☐ I do not have any close professional or familial relationships that could influence my impartiality.
- ☐ ☐ I declare the following relationships that could be considered a conflict, which I have outlined in PART 3.

4. Other Potential Conflicts

- ☐ ☐ There are no other matters that could create a conflict of interest.
- ☐ ☐ I wish to declare additional matters and have outlined the details in PART 3.

Declaration

I confirm that the information provided in **PART 2** is accurate and complete to the best of my knowledge. **For any identified conflicts of interest, I have included further details in PART 3.**

I have read and understand Section **5. Management of Conflicts of Interest and Section 8. Compliance and Enforcement** of the Next Gen Teaching Conflict of Interest Policy in relation to actions taken should I neglect to declare any future conflicts of interest

I understand that it is my obligation and responsibility to promptly update this declaration should my circumstances change.

Signature: _____

Date: _____

PART 3 – Declaring a Conflict of Interest

(only to be completed if you have identified a conflict of interest in PART 2)

Name of Declarant: _____

Position Held [as stated on the relevant NGT Job Description]:

Term of Employment [Full/Part-time, Consultant, Temporary, Volunteer]:

Type of Conflict to Declare:

☐	Personal or Financial Interests
☐	Relationships with External Entities
☐	Professional or Family Relationships
☐	Other Potential Conflicts

Details:

Review and Outcome:

Reviewed by NGT Governor [Full Name]:	
Signed:	
Position:	
Date:	

Type of Conflict to Declare:

	Personal or Financial Interests
	Relationships with External Entities
	Professional or Family Relationships
	Other Potential Conflicts

Details:

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Review and Outcome:

Reviewed by NGT Governor [Full Name]:	
Signed:	
Position:	
Date:	

Type of Conflict to Declare:

☐	Personal or Financial Interests
☐	Relationships with External Entities
☐	Professional or Family Relationships
☐	Other Potential Conflicts

Details:

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Review and Outcome:

Reviewed by NGT Governor [Full Name]:	
Signed:	
Position:	
Date:	

Type of Conflict to Declare:

☐	Personal or Financial Interests
☐	Relationships with External Entities
☐	Professional or Family Relationships
☐	Other Potential Conflicts

Details:

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Review and Outcome:

Reviewed by NGT Governor [Full Name]:	
Signed:	
Position:	
Date:	

Policy Approval and Review

Review

This policy, Conflict of Interest, will be reviewed annually, or as required, to ensure it remains effective and relevant to the requirements of certifications and qualifications provided by Next Gen Teaching.

Feedback

Regular feedback is sought from staff, consultants, participants and Professional Learning Hubs, to improve and update this policy, ensuring that, at all times, we are adhering to best practice.

Approval

This Assessment Policy has been reviewed and approved by a minimum of two members of the Next Gen Teaching Governing Body and the Director of Next Gen Teaching.

Signatures



Name: Samantha Cuthbert
Responsibility: Founder and Director



Name: Ian Elliott
Responsibility: Chair of Governors



Name: Siobhan Brady
Responsibility: Governor



Name: Helen Hemingway
Responsibility: Governor

Name: Elizabeth Hidson
Responsibility: Industry Expert Advisor