

Conflict of Interest Policy

Date: 31/08/2021

Reviewed: 01/09/2025

Next Review Due: 01/09/2030

Policy Owner: Marc Tuyens

1. Purpose

The purpose of this policy is to ensure that Marc Tuyens identifies, manages, and mitigates any **actual, potential, or perceived conflicts of interest** when delivering career coaching and guidance in schools.

This ensures that:

- Students' interests remain **paramount**;
 - Guidance is **impartial, professional, and evidence-based**;
 - Trust is maintained with schools, parents, and students;
 - UK **professional and safeguarding standards** are upheld.
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2. Scope

This policy applies to all services delivered by Marc Tuyens in:

- Secondary schools
- Sixth forms
- Further education colleges (if applicable)

It applies to all interactions with:

- Students
 - School staff
 - Parents or carers
 - Employers, training providers, or other external partners
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3. Definition of Conflict of Interest

A **conflict of interest** occurs when personal, financial, or professional interests could, or could appear to, **influence impartial decision-making**. Examples may include:

- Recommending a training provider, apprenticeship, or employer in which the coach has a financial or personal interest;
 - Offering services to multiple schools where relationships could compromise impartial guidance;
 - Personal relationships with students, staff, or external organisations that may bias advice;
 - Accepting gifts or incentives from organisations in return for referrals.
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4. Principles

Marc Tuyens will:

1. **Act in the best interests of students** at all times.
 2. **Be transparent** about any actual, potential, or perceived conflicts.
 3. **Avoid situations** where impartiality could be compromised.
 4. **Decline or withdraw** from engagements if a conflict cannot be managed appropriately.
 5. **Maintain professional boundaries** with students, parents, and school staff.
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5. Disclosure Procedure

- All potential conflicts of interest must be **declared in writing** to the relevant school contact before commencing services.
 - If a conflict arises during delivery, it must be reported immediately.
 - Schools will be informed of any relationships, financial interests, or arrangements that could reasonably be perceived to influence guidance.
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6. Managing Conflicts

When a conflict is identified, Marc Tuyens will take appropriate steps to mitigate it, such as:

- **Recusing oneself** from decisions or advice where impartiality is compromised;
 - **Referring students to alternative providers** if necessary;
 - **Documenting the conflict and actions taken** to manage it;
 - Ensuring transparency in communications with schools and stakeholders.
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7. Gifts, Hospitality, and Incentives

- Accepting gifts, payments, or hospitality from external organisations (employers, training providers, or colleges) is **strictly prohibited** if it could influence guidance.
 - Minor tokens of appreciation (e.g., pens, calendars) may be accepted if they are **inconsequential in value** and do not influence professional decisions.
 - All gifts or offers must be recorded and disclosed to the school.
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8. Record-Keeping and Accountability

- All disclosures and actions related to conflicts of interest will be **documented and stored securely** for audit and accountability purposes.
 - Records will be retained for a minimum of **three years**.
 - Schools may request confirmation that no conflicts exist prior to engagement.
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9. Breaches of Policy

Any breach of this policy will be taken seriously and may result in:

- Immediate review of the service contract;
 - Withdrawal from delivery in the school;
 - Reporting to relevant professional bodies if necessary.
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10. Review

This policy will be reviewed **annually** or sooner if required by changes to legislation, school requirements, or professional guidance.

Signed: Marc Truyens

Name: Marc Truyens

Date: 31/08/2021