

## Conflict of Interest

### POLICY GUIDANCE

#### Definitions –

- ‘*Potential or actual conflict*’ – a person known to you, or a relative, partner or spouse detained or subject to detention within your working environment.
- ‘*Provider*’ - company to whom Insight FPS Ltd supplies services to.

#### Policy

1. This policy is written in the interest of safeguarding staff, associates, suppliers, and the individual concerned. All matters will be kept confidential and shared only with relevant members of the supplier.
2. Where a potential or actual conflict of interest has occurred, it **must** be reported in the earliest instance to the Director of Insight FPS Ltd, using the Conflict of Interest reporting form (**see annex I**).
3. Upon receipt of the Annex I, a meeting will be held with the Director of Insight FPS Ltd, during which the following will be implemented and agreed:
  - any potential or actual work with the individual will not be undertaken or discontinued with immediate effect;
  - the provider will be notified of any potential or actual conflict of interest. This will be managed at director level [N. Campbell-Fuller];
  - any potential or actual services where the Col is noted then the provider will discontinue this work with immediate effect, until a suitable agreement has been made with the provider. The director [N. Campbell-Fuller] will be the single point of contact for liaison with the provider;
  - where professional standards are questioned, i.e. HCPC, then the director’s name [N. Campbell-Fuller] must be provided to the third party for potential liaison and kept informed of the process by the Associate. Any information held by Insight FPS Ltd regarding this process may be shared with the third party upon request;

- where services to the provider have commenced, every effort will be undertaken by Insight FPS Ltd to continue that service and where the conflict of interest can be avoided. If this cannot be achieved, the service will be handed back to the provider;
- the policy will remain in place for the duration of the individual's residency within the named establishment;
- I will keep informed of and notify the Director of Insight FPS Ltd, of any establishment moves concerning the individual.



## ANNEX I

### Reporting a Conflict of Interest

I ....., of Insight FPS Ltd, wish to make the following declaration.  
I am aware that a person(s) known to me in the capacity of ..... is a current resident at .....

In making this declaration I am aware that:

- procedures will be put in place in accordance with Insight FPS Ltd guidance policy for a Conflict of interest;
- this declaration will be shared with the provider, who may wish to implement additional measures to maintain the integrity of the agreement with Insight FPS Ltd;
- any measures taken will be proportionate to ensure the safety of the individuals concerned and to that of the establishment.

Signed: .....

Position: .....

Date: .....