

Association of Child Psychotherapists

Conflict of Interest Policy

All staff, officers and committee members of the Association of Child Psychotherapists will strive to avoid any conflict of interest between the interests of the Organisation on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the Organisation's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of staff, officers of the association and all committee members, including those on the Bulletin Board, the Editors of the Journal, as well as the Executive, Ethics, Membership, Regional Advisors and Research Committees, the Independent Practice Group, the Assessors Panel and the Training Council.

Following the accreditation of the Register of the Association of Child Psychotherapists by the Professional Standards Authority (PSA) in 2014, it was agreed that there should be a firewall between the Executive Committee, the Membership Committee, the Training Council and the Ethics Committee. Firewalls do not override the need for the Chairs of Committees to be informed of each other's activities as necessary and in particular the need for the Chair of the Association of Child Psychotherapists to be kept informed of all matters relating to members of the Association and its governance. Chairs of Committees may attend other committees but in order to avoid actual or perceived conflicts of interests, a Chair would only have voting rights within the committee of which he/she is Chair.

Examples of conflicts of interest include:

1. A committee member who sits on two committees where one committee may be making decisions which have an impact on the work of another committee. Where possible, members of the Association should only occupy a seat on one committee of the organisation or only have one named role.
2. A committee member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
3. A committee member who has a personal relationship with another member, which may influence his/her views of the professional standing of that member, e.g. in Ethics Committee it would not be appropriate to be on an investigating panel of a colleague or friend.
4. A committee member who has an active role in another organisation which may be in competition with the ACP for example in recruitment of members or funding of posts.
5. A committee member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

6. Chairs of Committees may attend other Committees but in order to avoid actual or perceived conflict of interests, a Chair would not have voting rights, except within the committee of which he/she is Chair.

Upon appointment each committee member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisations best interests and the committee members best interests or a conflict between the best interests of two organisations that the committee member is involved with.

A member will agree as follows: "After disclosure, I understand that I will be asked to leave the room for the discussion and will not be able to take part in the decision."

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and staff, volunteers, officers and management committee members should respect its spirit as well as its wording.

Date Adopted: 12th June 2015