

Appendix 8 – External Validator – Declaration of conflict of interest and management plan

About the Declaration

Item 2.2 of the Review Program Guidelines outlines the Board's commitment to ensuring appropriate independence and impartiality is applied to the Review process through the incorporation of peer validation by an external validator. External validators and the relevant governing body undertaking the Review need to be aware of and comply with their obligation to identify, declare and manage conflicts of interest, in favour of public confidence.

Please refer to Item 2.2 of these Guidelines for guidance on what may constitute a conflict of interest. The intent of this form is to ensure appropriate independence is applied to the peer validation of the Review Program and that a high level of integrity and public trust is achieved and maintained through the appropriate declaration and consideration of conflicts of interest.

A copy of this declaration should be included and submitted with the Review Plan for endorsement by the Board.

Who must complete this form?

All external validators who have been nominated to perform the peer validation of the Review should complete this form.

How often must this form be completed?

This form must be completed:

- (a) As part of the Review Plan phase (prior to the endorsement of the Board); and
- (b) at any time during the review phase, as soon as reasonably practicable and within two weeks of when a conflict of interest is identified.

What to do with the completed form?

The following steps must be taken to complete the declaration process:

- (a) External validator to complete Part A and B of the form and provide to the relevant governing body;
- (b) External validator and governing body to complete risk management plan at Part C (where relevant) and sign declaration at Part D;
- (c) Governing body to provide to Board as an attachment to Review Plan.

Details on how to fill in this form.

- (a) Complete the form as accurately and comprehensively as possible (*noting the Board may ask for more information or details about the conflict of interest if it is not explained clearly or in sufficient depth*);
- (b) Type or write your answers legibly; and
- (c) Provide an answer for each question. Do not leave any questions unanswered.

This declaration forms part of the Non-State Schools Accreditation Board's procedures for demonstration of compliance with the Education (Accreditation of Non-State Schools) Act 2017. All external validators are required under section 2.2 of the Guidelines to complete this form.

The [Information Privacy Act 2009](#) and the Information Privacy Principles (IPPs) govern the way the Non-state School Accreditation Board deal with your personal information, and the privacy statement sets out how we collect, use, disclose and otherwise manage your personal information.

The Board's privacy statement and policy can be found at: <https://nssab.qld.edu.au/privacy.php>.

Review Plan – Conflict of Interest and Management Plan of External Validator – [insert School name]	
PART A – DETAILS OF EXTERNAL VALIDATOR	
External Validator name:	Occupation:
Contact details (including email address and contact number):	Position/title and employer details:
Governing body representative or review committee liaison:	
PART B – IDENTIFICATION OF CONFLICT OF INTEREST	
<p>Actual, apparent or potential COI relates to:</p> <ul style="list-style-type: none"> • An actual conflict of interest exists where an external validator could be influenced by private interests or associations which would influence decisions made within their role. • An apparent COI arises where it appears that an external validator could be influenced by private interest/s, which could cause a conflict with their official duties, even if they are confident they can remain objective and impartial. • A potential COI may arise where an external validator’s future decision making may be influenced by private interests. If not managed, an actual COI may arise if certain conditions are fulfilled. <p>(the below includes interests held within the past 5 years from the date of the commencement of the Plan).</p>	
<p>Close and/or personal relationships <i>(A personal relationship is a family, personal or social connection between at least 2 people, outside of the usual interactions that professionals would have)</i></p> <p>Employment or previous employment <i>(including volunteering with a significant commitment or risk) (e.g. an external validator provides services in their professional capacity to the School, related schools, or governing body)</i></p> <p>Employment arrangement <i>(e.g. workplace or colleagues in the current workplace may have dealings with the relevant school or governing body)</i></p> <p>Direct reporting arrangement <i>(e.g. supervision of employees including leadership who are employees of governing body)</i></p> <p>No reporting arrangement <i>(e.g. employees who work at the same location that do not report to each other)</i></p>	<p>Investigations and discipline <i>(e.g. the review involves the investigation of a person known to the close to external validator).</i></p> <p>Accepting gifts and benefits <i>(e.g. staff member offered an external validator a gift)</i></p> <p>Past connection or association <i>(e.g. child attended school over 5 years ago)</i></p> <p>Interest held by a family member or close associate <i>(e.g. a business owned by a family member who may potentially provide services to the services to the school or governing body)</i></p> <p>Other <i>(e.g. any real or potential risks that may arise in your role as an external validator or any other interests not already listed):</i> Click or tap here to enter text.</p>
	<p>I cannot identify any conflicts (actual, apparent or potential) in relation to my role as external validator – go to Part D.</p>

Contract management (e.g. an external validator is also a director of a company or member of an associated body which provides services to or receives benefits from the School or governing body)

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Please provide additional details about the COI issue/s being considered and the situation in which external validator is involved: Please refer to section 2.2 of the Guidelines for further information.

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PART C – MANAGEMENT PLAN

COI management plan

(Governing body and External Validator to jointly develop resolution or management strategies and record here)

Advice and engagement activities undertaken:

- External validator discussion with representative of governing body
- Review committee discussion
- Other, please specify:

Proposed action to be taken to resolve or manage the identified conflict of interest issue/s:

This management plan will ensure conflict of interest risks are managed and resolved in favour of the public interest rather than of the external validator, school or governing body and will be based on the following mitigation strategies:

Report: the external validator has reported the interest that is creating or may create the conflict within this form and is confident that the conflict will be managed

Restrict: restrictions are placed on the external validator’s involvement in the review

Recruit: more than one external validator is used to oversee part or all of the review validation process

Remove: the external validator removes themselves, or the governing body has opted to remove them, from the Plan.

Relinquish or Resign: the external validator has relinquished their interest that is creating the conflict within the previous 2 years and the past conflict can be managed in the public interest using one of the other options above.

Register	Restrict	Recruit	Remove	Relinquish	N/A
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Details of the action to be taken:

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PART D – DECLARATION	
External validator declaration:	Governing body declaration:
<p>I _____ declare that:</p> <p>the information provided in this statement properly reflects, to my knowledge, my interests and/or the interests of my partner and/or dependants that may have a bearing, or may be perceived to have a bearing, on my ability to properly and impartially discharge the duties of my role as external validator.</p> <p>the information provided is to meet my obligations as an external validator of a Review Program for the demonstration of compliance with the <i>Education (Accreditation of Non-State Schools) Act 2017</i>.</p> <p>a copy of this declaration has been provided to the governing body.</p> <p>I agree the above action has been decided upon and will be implemented to resolve and/or manage the identified COI.</p> <p>within two weeks of my becoming aware of any change to the interests I have declared in this form, I will update my existing COI declaration and management plan and submit the updated form to the governing body.</p>	<p>I _____ declare I have received and considered this COI and determine that:</p> <p>a COI may or does exist and I agree the above action has been decided upon to resolve and/or manage the identified COI.</p> <p>a COI does not exist – <i>record of considered declaration to still be attached to Review Plan.</i></p>
<p style="text-align: center;">X</p> <hr style="width: 80%; margin: auto;"/> <p style="text-align: center;">External validator</p> <p><i>Date</i></p>	<p style="text-align: center;">X</p> <hr style="width: 80%; margin: auto;"/> <p style="text-align: center;">Governing body representative</p> <p><i>Date</i></p>