

External Validator – Declaration of conflict of interest and management plan explanatory notes

About this form

This form ensures that external validators involved in the review process are independent and impartial. It helps identify, declare, and manage any conflicts of interest to maintain public trust and integrity.

For information on what might be considered a conflict of interest, please refer to section 2.2 of the Review Program Guidelines.

Who must complete this form?

All external validators nominated for peer validation in the review are required to complete this form.

When must the form be completed?

- (a) Before the review plan is endorsed by the Board
- (b) If a conflict of interest arises during the review process, the form must be updated and submitted within two weeks.

How to complete the form?

- (a) The external validator completes Part A and B of the form
- (b) Where a management plan is required (Part C), the external validator completes this together with the governing body
- (c) Both the external validator and the governing body must sign the declaration at Part D.

Important information:

- 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).
- Type or write your answers legibly.
- Provide an answer for each question. Do not leave any questions unanswered.

What happens next?

The governing body will submit the completed form with the review plan for Board endorsement.

If your circumstances change, update the form and provide it to the governing body for resubmitting.

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 Review Program Guidelines to complete this form.

The [Information Privacy Act 2009](#) and the Information Privacy Principles (IPPs) govern the way the Non-State Schools 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>.

Declaration of Conflict of Interest and Management Plan of External Validator

School name:

PART A – DETAILS OF EXTERNAL VALIDATOR

External Validator name:

Occupation:

Contact details (incl. email address)

Position/title and employer details:

PART B – IDENTIFICATION OF CONFLICT OF INTEREST

Actual, apparent or potential conflict of interest (COI) relates to:

- 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.

(the below includes interests held within the past 5 years from the date of the commencement of the Plan).

☐ I cannot identify any conflicts (actual, apparent or potential) in relation to my role as external validator – **go to Part D.**

☐ Close and/or personal relationships
(A personal relationship is a family, personal or social connection between at least 2 people, outside of the usual interactions that professionals would have)

☐ Employment or previous employment
(including volunteering with a significant commitment or risk) *(e.g. an external validator is/was employed by the school, related schools, or governing body in the past 5 years)*

☐ Employment arrangement *(e.g. workplace or colleagues in the current workplace may have dealings with the relevant school or governing body)*

☐ Consultant/advisory role *(e.g. an external validator provides services in their professional capacity (including being employed by a peak body) to the school, related schools, or governing body)*

☐ Direct reporting arrangement *(e.g. supervision of employees including leadership who are employees of governing body)*

☐ No reporting arrangement *(e.g. employees who work at the same location that do not report to each other)*

☐ 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)*

☐ Investigations and discipline *(e.g. the review involves the investigation of a person known to the external validator)*

☐ Accepting gifts and benefits *(e.g. an external validator is offered a gift by a staff member employed by the school, related schools, or governing body)*

☐ Past connection or association *(e.g. child attended the school over 5 years ago)*

☐ Interest held by a family member or close associate *(e.g. a business owned by a family member who may potentially provide services to the services to the school or governing body)*

☐ Other *(e.g. any real or potential risks that may arise in your role as an external validator or any other interests not already listed):*

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.

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 Review 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

Details of the action to be taken:

PART D – DECLARATION

External validator declaration:

I declare that:

- ☐ 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.
- ☐ the information provided is to meet my obligations as an external validator of a Review Program for the demonstration of compliance with the *Education (Accreditation of Non-State Schools) Act 2017*.
- ☐ a copy of this declaration has been provided to the governing body.
- ☐ 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.

If a COI has been identified:

- ☐ I agree the above action has been decided upon and will be implemented to resolve and/or manage the identified COI.

Governing body declaration:

(This should not be the principal or staff member of the school)

I

declare I have received and considered this COI and determine that:

- ☐ a COI does not exist – record of considered declaration to still be attached to Review Plan.
- ☐ a COI **may or does** exist and I agree the above action has been decided upon to resolve and/or manage the identified COI.

X

External validator

Date

X

Governing body chairperson or delegate

Date