Conflict of Interest

ISC CONFLICT OF INTEREST POLICY

The world of Spiritual Direction is a small one, and we acknowledge that when people sign up for a course like ISC, they may have met, or had associations with, Tutors, or with Assistant Staff who work alongside them, or with other students partaking in the course .

Students and staff are ISC's main priority, and we want to operate transparently, seeking to do all we can to make sure that students and staff are treated equitably, and without favouritism or bias. Also, we want to assist in helping to create clear expectations and guidance on how to identify, disclose and manage potential conflicts.

What we do to help manage potential conflicts of interest:

Year Leaders and Tutors always identify any conflicts of interest they can identify (e.g. they may direct a potential student) and manage those situations appropriately.

We advertise who the course Year Leaders and Tutors are on the website in good time, so that potential students can flag up potential conflicts of interest for themselves and make enquiries about how these will be managed during the application process.

We also advise that **if a student has an association with a Year Leader or Tutor** (e.g., they see them for spiritual direction, or work with them in a different capacity), **we encourage them to tell us at their interview** so that the course can do all that is possible to minimise situations where those relationships are compromised.

Course Assistants are typically a volunteer ex-student assisting the Year Leader and Tutor on a given year group and often appointed late in the academic year after applications to the course will have been made. Like the Year Leaders and Tutors, Course Assistants declare any conflicts of interest within the group, and these are manged appropriately .

The names of Assistants are shared with students who in turn are encouraged to express any conflicts of interests. These potential conflicts will be managed as best that they can be (e.g. in the composition of smaller groups etc). If in the unlikely event that a

student feels they cannot join the year due to the presence of the Assistant on the course, and the potential conflict of interest they represent, ISC will do all they can to assist a student deferring to the following year.

Once the course has begun, **students are requested to indicate any potential conflicts of interest with other students** participating within the same year group, bringing these to the attention of the Year Leader, or their Tutor, so that these potential conflicts can be best managed.

QUERIES

If you have any questions about this Privacy Policy or wish to exercise your data protection rights, please contact:

Administrator
Ignatian Spirituality Course
info@artsd.org.uk

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