



Annual Declaration Policy  
&  
Form for  
Senior Officers

## Annual declaration policy document

### Purpose:

The purpose of this document is to check the suitability of Senior Officers for In2Assessments. The declaration form in Appendix 1 is to be completed by the Senior Officer to prevent an act of omission where the following could have an adverse effect on the operations and its legal standing to deliver End Point Assessments:

- a. been convicted of a criminal offence.
- b. been held in breach by a court or any professional, regulatory or government body of any provision of completion law, equalities law or data protection law.
- c. been held in breach by a court or any professional, regulatory or government body of any provision of any other legislation or regulatory obligation which it is subject.
- d. become insolvent or subject to corporate financial restructuring.

### Process:

By completing the form, the senior officer commits to the legal terms required for the governance of the End Point Assessment Organisation, In2Assessments.

Senior Officers will complete the declaration on the 1<sup>st</sup> April every year or on the start of their employment.

The declaration is seen as an essential document alongside the DBS check required for working for Inspiring Learning. DBS Checks will be undertaken before employment is taken up and are reviewed with the DBS checking service on a 3 year lifecycle.

Where a Senior Officer is in breach of one of the above statements, the other Senior Officers will determine the adverse effect this will have upon In2Assessments meeting its obligations as an End Point Assessment Organisation. In2Assessments where possible will mitigate against this adverse effect and take appropriate action regarding the position of the Senior Officer upon the Governing Committee of In2Assessments.

### Responsibility:

It is the responsibility of each Senior Officer to complete their annual declaration form. These will be collated and stored by The Head of In2Assessments in accordance with the Inspiring Learning GDPR Policy.

### Review:

The Head of In2Assessments will review this policy on an annual basis (first week of December) to ensure that it meets the requirements of the various awarding bodies and the needs of In2Assessments.

## Annual Declaration Form for governors, directors, managers and Senior Officers

This declaration is to confirm my current status regarding my level of suitability to act as a Senior Officer for In2Assessments.

Initial box

I have not been **convicted or currently being investigated for a criminal offence** that would bring about an adverse effect upon In2Assessments and its ability to provide End-Point Assessments.

I have not or due to be held by a court or any professional, regulatory, or governing body to be in **breach of any provision of :**

### **Competition Law, including:**

- I. price-fixing
- II. market-sharing
- III. bid-rigging
- IV. agreements to limit production or supply
- V. comparative or misleading advertising

### **Equalities Law, including:**

Equalities Law that impact on any of the following whether during recruitment, employment or delivery that leads to prejudice of any of the following:

- I. age
- II. disability
- III. gender reassignment
- IV. marriage and civil partnership
- V. pregnancy and maternity
- VI. race
- VII. religion or belief
- VIII. sex
- IX. sexual orientation

This is outlined in detail in the In2Assessments Equality, Diversity and Fair Access Policy

### **Data Protection Law, including:**

Data Protection Law will be followed by all staff to ensure that it is:

- I. used fairly, lawfully and transparently
- II. used for specified, explicit purposes
- III. used in a way that is adequate, relevant and limited to only what is necessary
- IV. accurate and, where necessary, kept up to date
- V. kept for no longer than is necessary
- VI. handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

...where your actions would bring about an adverse effect upon In2Assessments and its ability to provide End-Point Assessments.

I have not or due to be held by a court or any professional, regulatory, or governing body to be in **breach of any provision of any other legalisation or any regulatory obligation** that would bring about an adverse effect upon In2Assessments and its ability to provide End-Point Assessments.

I have not, nor businesses that I am involved, **been subject to corporate financial restructuring or been designated as insolvent**, which could bring about an adverse effect upon In2Assessments and its ability to provide End-Point Assessments.

I confirm that the information above is correct and a true reflection of my current status to the best of my knowledge.

Name:

Signature:

Date:

All declarations will be treated in line with GDPR. They will not be shared beyond those who need to see the entry for oversight and management purposes.