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# STAFF POLICY

All Heartwood staff recognise their ethical and professional responsibility to protect the interests of learners. In situations where a conflict of interest may arise, particularly where a learner and staff member have a family or close personal relationship, then that staff member should not take part in the following in relation to that student:

- Selection for any prize or bursary
- Selection for any Heartwood programme
- Selection/promotion for work placement opportunities
- Supervision of theses/special projects
- Complaints and disciplinary proceedings
- Assessment or academic progress issues.

Staff members must declare to the Trustees of the Education Fund any personal interest with regard to a currently enrolled learner – whether the connection is through family, business or close personal relationship.

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