



AL BASMA BRITISH SCHOOL

Policy: Conflict of Interest

| Approved/reviewed by | |
|--------------------------|----------------|
| Governors/Head of Centre | |
| Date of next review: | September 2024 |

This plan is reviewed annually to ensure compliance with current regulations.

Centre Conflict of Interest Policy

General Principle

A “conflict of interest” is any activity or action undertaken on behalf of the Centre and its associated Awarding Bodies, or in a private or other capacity that may impact on the reputation of the Centre and any of its associated Awarding Bodies, by a Manager, member of staff or any associate, or any Assessor, Internal Verifier or Internal Quality Assurer used by the Centre, which may lead the individual to act contrary to the interests of the Centre or any of its associated Awarding Bodies.

Potential Conflict of Interest involving the Assessment of a Learner

The Centre will take all necessary steps to avoid a conflict of interest where any part of an Assessment of a Learner (including by way of moderation) is undertaken by a person who has a personal interest in the outcome of that Assessment.

A potential conflict of interest may arise where: -

- ✓ Friends or relatives of Centre staff or managers are enrolled as Learners at the Centre
- ✓ Friends or relatives of Assessors / Internal Verifiers / Internal Quality Assurers used by the Centre are enrolled as Learners at the Centre
- ✓ Learners enrolled at the Centre are employed in any capacity

Potential Conflict of Interest involving the commercial interests of the Centre

The Centre will take all necessary steps to avoid a conflict of interest where a manager, member of staff or associate, contractor or representative is connected to a party involved with the supply of a service or product to the Centre.

The Declaration of Interest

The Centre requires all managers, staff, assessors, internal verifiers and internal quality assurers, overseas representatives, consultants and any other associates of the Centre to declare any potential conflicts of interest in connection with their work for the Centre and any of its associated Awarding Bodies. A declaration form is provided at the end of this document and will be presented at the beginning of any association with the Centre and at all staff Inductions.

It is the responsibility of all those required to make a Declaration to update his/her Declaration of Interest Form should changes in circumstances or new conflicts of interest arise.

Data Protection

The information provided will be processed in accordance with data protection

principles as set out in the Data Protection Act 1998 and this information will only be disclosed when the Centre is in receipt of a formal, legitimate request as defined by the Act.

Assessment Decisions

Centre managers, staff, assessors, internal verifiers and internal quality assurers should not be involved in any actions or decisions in relation to a Learner's Assessment with which they have a personal interest. Any such interests should be declared at the earliest opportunity following which the Centre manager, staff, assessor, internal verifier or internal quality assurer should withdraw from any subsequent action, decision or involvement in the Assessment process until authorised to continue by the Head of Centre

Senior Management and Academic Board

Where there is a potential conflict of interest involving a member of the Senior Management Team the Head of Centre will refer the matter to the Academic Board who will make a decision by a simple majority vote, which will exclude the member of the Senior Management team who is the subject of the referral.

All decisions where a conflict of interest has been declared will be recorded by the Chair and reported in the minutes of the meeting setting out: -

- ✓ The nature and extent of the conflict of interest;
- ✓ An outline of the discussion;
- ✓ The actions taken to manage and mitigate the effects of the conflict of interest.

Members of Staff and Assessors, Internal Verifiers and Internal Quality Assurers

Where there is a potential conflict of interest involving members of staff, internal verifiers, and internal quality assurers the matter should be referred to the Head of Centre who will ensure that appropriate actions are taken to manage and mitigate any actual conflict of interest including exclusion from further involvement in managing, monitoring, the assessment of learners and any financial transaction in any contract in which an interest has been declared.

Commercial Conflicts of Interest

Where a member of staff or associate, contractor or representative is connected to a party involved with the supply of a service or product to the Centre, any potential conflict of interest should be fully disclosed to the Operations Manager, who will ensure that appropriate actions are taken to manage and mitigate any actual conflict of interest including exclusion from further involvement in managing, monitoring and any financial transaction in any contract in which an interest has been declared.

Complaints and Grievances

Centre managers, staff, assessors, internal verifiers and internal quality assurers may invoke the provisions of the Centre Complaints and Grievance (Employees) Policy where there is a grievance regarding any decision made in accordance with the terms of this Policy.

Disciplinary Action

Centre managers, staff, assessors, internal verifiers and internal quality assurers who are found to be in breach of this policy / procedure may be subject to disciplinary action under the Centre's Disciplinary Procedure (Employees) Policy.

CONFLICT OF INTEREST DECLARATION:

I hereby certify that I have read and understood the Centre Conflict of Interest policy and I accept my responsibility to report to the Head of Centre any potential conflict of interest which I believe may contravene or act against the interests of this policy.

Signature:

Name:

Position:

Organisation:

Date:

To be completed by the Declarer

| Date of Disclosure | Potential Conflict of Interest |
|---------------------------|---------------------------------------|
| 1. | |
| 2. | |
| 3. | |

To be completed by the Head of Centre

| Actual or Potential Adverse Effect | Mitigating Action |
|---|--------------------------|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| | |