



Conflict of Interest Policy

Centre Number: 53628

This policy is reviewed annually to ensure compliance with current regulations

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Reviewed: November 2023	Next Review Due: November 2024

Key staff involved in the Conflict of Interest Policy

Role	Name(s)
Head of centre	Joanna Ware
SLT members	Matthew Bisco & Anna Norman
Exams officer	Joanna Starr

1. Purpose

The purpose of this policy is to provide guidance to staff and any other relevant individuals on handling possible conflicts of interest that may arise as a result of their roles as assessors, invigilators, internal verifiers or assessment-related administrators. This policy applies to all staff or other individuals whenever they interact or potentially interact with any of the Plymouth Academy of Creative Arts assessment-related functions. In all cases, teachers/assessors **must** complete the Disclosure of Conflict of Interest Form available [here](#).

This policy:

- Defines what is meant by conflict of interest in these circumstances
- Describes the role of conflict of interest in the context of working for the Academy in an assessment-related function
- Sets out which conflicts can be managed and how they should be managed, and those which are considered unmanageable and therefore cannot be allowed
- Illustrates potential conflict of interest situations, some of which are not obvious

The most important feature of the policy is the instruction that individuals should always disclose an activity if there is any doubt about whether it represents a conflict of interest.

The policy describes how and when such disclosures should be made, that is, as soon as potential or actual conflict is discovered. This should be done by completion of a report at the time (i.e. before the activity is carried out). The policy describes the procedures that should be followed and how to handle potential conflicts of interest.

2. Introduction

Millbay Academy is an organisation with a national reputation for the delivery of high quality learning and teaching leading to a wide variety of qualifications.

Working in partnership with a range of awarding bodies, the Academy is required to identify and manage all conflicts of interest that might detrimentally impact on standards of, or public confidence in, the Academy's educational and training provision or the reputations of partner awarding bodies.

The Academy's status as a publicly funded body makes it of considerable public interest. Consequently, it is important that all individuals and organisations with which the Academy has dealings are confident that all of its assessment-related operations are free from improper influence.

3. Scope

- This policy applies to staff and other individuals who interact or potentially interact with the assessment-related work of the Academy.
- This includes individuals involved with all aspects of devising, setting, marking, administering, invigilating, internally verifying or any other activity connected with the assessment of candidates and associated supporting resources and services.

- The individuals falling within the scope of this policy include full-time, part-time, pro rata, zero hours and bank staff of the Academy and any associate staff including external examiners.
- The content of the policy cannot cover every potential conflict and must be interpreted in the light of the particular circumstances of each case.

4. What is a Conflict of Interest?

A simple definition of conflict of interest is a situation in which an individual or organisation has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances, for example:

- An individual whose personal interests conflict with his/her professional position
- An individual scheduled to assess, invigilate or internally verify the work of friends, relatives, or colleagues undertaking CPD within the Academy.
- When one part of the Academy follows a procedure that conflicts with the organisation's official policy and the requirements of its awarding bodies
- An individual undertaking assessment for the Academy in their own workplace

5. Roles, responsibilities and associated procedures to be followed in the event of an actual or perceived of interest

All relevant staff have a responsibility to be aware of the potential for a conflict of interest. It is possible that staff working in any assessment-related role might encounter potential conflicts of interest from time to time.

Such situations must be carefully managed to ensure that any conflict of interest does not detrimentally impact on standards of, or public confidence in, the Academy's educational and training provision or the reputations of partner awarding bodies.

Staff can find themselves in potential conflicts of interest situations because they are not clear what the correct, auditable processes and procedures are.

1. The Conflict of Interest policy is a requirement of the induction of all new assessors, invigilators, internal verifiers and assessment-related administration staff.
2. Any day-to-day concerns identified by an individual should be raised with their line manager.
3. Where there is a notified potential conflict of interest for an individual, the individual and line manager must document this carefully, together with those activities that must be avoided to prevent the Academy or any of its partner awarding bodies being brought into disrepute. The document (a Disclosure of a Conflict of Interest (Assessment Related Form)) should be signed by both the individual and the line manager, brought to the attention of the Deputy Headteacher and forwarded to the Quality Nominee, where such documents will be retained for audit purposes.
4. Any concerns that the individual feels are urgent should be communicated immediately to the Head of Centre and may be done so in confidence. It is an individual's right to raise concerns relating to conflict of interest directly with the Head of Centre and to receive a response to their concerns.
5. As and when the situation arises, assessors, invigilators, internal verifiers and administrators of assessment-related materials must notify their line

managers of any students enrolled at the Academy who are family members, other relatives or close friends.

6. Handling Potential Conflicts of Interest in Specific Areas and Functions

The following are examples of conflicts or potential conflicts of interest from different areas of the Academy. These notes are intended to be helpful to staff in making decisions that relate to potential conflict of interest situations in their day-to-day work.

- If a teaching member of staff is involved in any way with the development of a secure assessment for either internal or national use, he or she cannot make use of the knowledge of that assessment in any teaching or learning activity.
- The appointment of all assessors, invigilators, internal verifiers and assessment-related administrative staff is not made against published criteria and on a transparent basis
- Assessors, invigilators, internal verifiers and assessment related administrators do not take responsibility to ensure the security and confidentiality of all assessment instruments, including examination papers.
- Learning and teaching materials are based on live examination of other assessment materials (although they can make use of past examination of other assessment materials)
- A member of staff is asked to assess, invigilate or internally verify the work of an enrolled student who is a family member, other relative, close friend or colleague undertaking CPD within the Academy
- A member of staff makes assessment materials available to individuals, whether or not students of the Academy, when not specifically tasked with assessing them as part of a timetabled activity.
- In the case of any situation where an assessor carries out assessment on behalf of Millbay Academy in an organisation where they are also employed, they must adhere to the relevant assessment strategy and the quality standards set by the Academy.