

LIPA
SIXTH FORM
COLLEGE

Conflict of Interest Policy

Version Date:	June 2018
Document Owner:	Charles Bartholomew, Headteacher
Next Review Date:	June 2020
Approving Committee	Governing Board

Document Version History

Version	Date	Ref	Change Summary
1.0	August 2016		New Policy.
1.1	June 2018		Reviewed.

Conflict of Interest Policy

Purpose

The policy provides guidance on handling possible conflicts of interest that may arise and applies to all awarding staff and those that interact with the functions of LIPA Sixth Form College.

Scope

This policy covers the following:

- All qualifications offered by LIPA Sixth Form College
- All individuals associated with the delivery, assessment or internal verification of LIPA Sixth Form College qualifications undertaken by our students

Definition of Conflict of Interest

A conflict of interest is defined as:

“A conflict of interest exists in relation to an awarding organisation where –

- a) its interests in any activity undertaken by it, on its behalf, or by a member of its Group have the potential to lead it to act contrary to its interests in the development, delivery and award of qualifications
- b) a person who is connected to the development, delivery or award of qualifications by the awarding organisation has interests in any other activity which have the potential to lead that person to act contrary to his or her interests in that development, delivery or award, or
- c) an informed and reasonable observer would conclude that either of these situations was the case.”

LIPA Sixth Form College further defines examples of activities where conflict of interest may occur:

- Where an individual has a position of authority in an organisation which may conflict with the role of the individual in another organisation;
- Where an individual has a personal interest which conflicts with their professional interests;
- Where staff or contractors have interests in other organisations which are linked to LIPA Sixth Form College either as a supplier or delivery partner, or an organisation which is in direct competition to LIPA Sixth Form College.
- Where someone carrying out assessment for LIPA Sixth Form College

- has a friend or relative who is undertaking an assessment.
- Where LIPA Sixth Form College develops and follows procedures that conflict with the regulatory responsibilities of the awarding organisations.

Roles and Responsibilities

All individuals connected to LIPA Sixth Form College have a responsibility to be aware of potential conflicts of interest and to ensure that any issues are raised appropriately. It is likely that occasional conflicts of interest will occur and in such situations they should be dealt with in line with this policy to ensure there is no detrimental effect on the quality and integrity of LIPA Sixth Form College

a) Responsible Officer

The Responsible Officer is responsible for reporting all cases of potential or actual conflict of interest to the Qualifications Committee. The responsible officer will review annually with the LIPA Sixth Form College Director to ensure that all relevant individuals have signed the declaration (see Appendix 1).

b) LIPA Sixth Form College Director

The LIPA Sixth Form College Director has ultimate responsibility to ensure that all staff have access to the conflict of interest policy and that it is communicated regularly. The LIPA Sixth Form College Director will undertake to review the policy regularly and ensure that any cases of potential or actual conflict of interest are reported to the Responsible Officer immediately. The LIPA Sixth Form College Director will review annually with the Responsible Officer to ensure that all relevant individuals have signed the declaration (see Appendix 1).

c) Individuals

Individuals have a responsibility to ensure they have read and understood the policy and sign the declaration (see Appendix 1). Individuals must disclose any subsequent changes to their personal conflict of interest declaration as soon as they occur or become aware of any potential or actual conflict. Any changes must be documented with the relevant senior manager.

Individuals are also responsible for reporting any potential or actual conflict of interest that comes to their attention that may affect other individuals associated with the awarding organisation.

Conflict of Interest Procedure

All individuals who are affected by this policy must sign the declaration in Appendix 1 and must declare any current, actual conflicts at the time of signing. The declaration will be signed annually. Additionally, all individuals must report any changes to the declaration immediately.

Reporting Procedure

1. Conflicts of Interest, whether potential or actual, should be reported to the LIPA Sixth Form College Director.
2. All cases will be reported to the Responsible Officer who will review each case. The Responsible Officer will notify the Governing Body of each case raised and how it has been resolved.
3. Where cases cannot be resolved by the Responsible Officer they will be referred to the Governing body who will review the case.

Each stage of the procedure will be fully documented, ensuring confidentiality. Records will be kept.

Appendix 1

Conflict of Interest Declaration

LIPA Sixth Form College must ensure that all the people involved in the assessment process are not responsible for the quality assurance of assessment decisions in which they have a personal interest. Therefore, all staff must declare if:

- they are closely related to, or are teaching/training any learner who is preparing for any form of assessment for qualification being studied at LIPA Sixth Form College
- your work for LIPA Sixth Form College would be affected by a personal interest or personal association in any other way

Please tick here if you have **no** personal interests in the assessment decisions and you accept that you have an ongoing responsibility to declare any changes in your circumstances which could invalidate this declaration.

Please tick here if you **do** have any potential interests in the assessment decisions of any learner or centre

Please provide full details below:

If you have any concerns about this declaration or wish to raise a potential conflict of interest, please email c.bartholomew@lipasixthformcollege.org

Name:

Signature:

Date: