



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

CONFLICT OF INTEREST POLICY AND PROCEDURES

To ensure that Cannock Chase High School is able to identify, monitor and manage any risks associated with Conflicts of Interest in respect of the delivery and award of Vocational Qualifications.

Purpose

Everyone involved in the delivery of Vocational qualifications has an obligation to behave in such a way that does not give rise to a conflict of interest. The purpose of this Policy is to outline the process which must be undertaken in order for Cannock Chase High School to identify, monitor and manage Conflicts of Interest and any adverse effects arising from Conflicts of Interest.

The aim of this Policy is to ensure that Cannock Chase High School is able to:

- Ensure that all reasonable steps are taken to avoid conflicts of interest by providing a system that protects themselves and others from criticism and compromise;
- Identify cases of conflict of interest and if necessary take action in order to minimise or eliminate the potential damage of any adverse effects that could be caused;
- Comply with the relevant regulatory and exam board requirements.

Scope

This Policy applies to all activities undertaken by Cannock Chase High School in respect of the delivery and award of qualifications. For the avoidance of doubt, this includes persons employed directly or indirectly by Cannock Chase High School, including contractors and consultants, etc.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that all persons to whom this Policy relates act in the best interests of the candidates and Cannock Chase High School. The information provided will not be used for any other purpose.

Definition of Conflict of Interest

A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. These kinds of conflict could result in damage to the integrity and reputation of Cannock Chase High School, the qualifications it offers, or the relevant exam board of those qualifications and potentially have an adverse effect on Candidates.

The following are examples of situations that may constitute as a conflict of interest:

- Direct or indirect financial gain as a result of actions or involvement, such as bonus schemes for pass rates;
- Direct or indirect benefits such as employment, sponsorship, gifts, hospitality, services or goods as a result of actions or involvement;
- Reciprocal arrangements that compromise the ability to make reliable and professional judgements;
- Personal interests in, connections to, or family relationships with candidates who are taking a Vocational Qualification;
- A person delivering an examination to a candidate who they have also had contact with in a teaching capacity leading up to that examination, whether at that Approved Centre or elsewhere;
- Situations where commitment, loyalty or integrity is compromised.

Responsibility

The Head of Centre acts as the single point of accountability for adhering to all policies, procedures and regulations as required by the contractual agreement as signed with examining bodies as part of the Centre Application process. The Head of Centre is responsible for ensuring that all Centre staff, whether directly or indirectly employed by the Centre (including all consultants and contractors) are aware of this policy and the responsibilities covered therein.

Where there is a perceived potential or actual conflict of interest, or identification of an Adverse Effect, individual staff members are required to inform the Head of Centre, who will document and resolve the issue.

Declaring a Conflict of Interest

The most important feature of the procedure is the requirement that an individual disclose any activity if there is any doubt whether or not it represents a conflict of interest: if in doubt, report it.

All staff are required to declare any situations giving rise to actual, potential, or perceived conflicts of interest.

Staff involved in a situation where there is, may be, or be perceived to be a conflict of interest shall disclose the situation giving rise to the conflict of interest, or perceived conflict, immediately and in writing to their line manager or Head of Centre.

Monitoring and Management of Identified Conflicts of Interest

The Head of Centre is ultimately responsible for identification of any perceived, potential or actual Conflicts of Interest within Cannock Chase High School. Once a conflict of interest has been identified it should be logged by the Centre and details submitted to the examining body.

If the allocated member of staff is unable to resolve the identified conflict of interest with the Head of Centre, it is referred to the examining body who will review it again and identify any adverse effects and the action(s) required to negate or mitigate them.

Failure to Disclose a Conflict of Interest

If a Conflict of Interest is discovered by Cannock Chase High School or its representatives, which has not been disclosed by the Centre, Cannock Chase High School may view this as maladministration or, in some cases, malpractice by the Centre and apply the appropriate sanctions, as per the Malpractice and Maladministration Policy.