

Conflict of Interest Policy

Katie Wright School of Dance

Policy Statement

Katie Wright School of Dance is committed to maintaining the highest standards of integrity, fairness, impartiality and transparency in all aspects of its activities, including teaching, assessment, examinations and administrative processes.

This policy sets out the arrangements for identifying, declaring, managing and monitoring conflicts of interest to ensure that learners are treated fairly and that assessment decisions remain valid, reliable and free from undue influence.

1. Definition of a Conflict of Interest

A conflict of interest occurs when an individual's personal, professional, financial or family interests could compromise, or be perceived to compromise, their ability to act impartially and in the best interests of learners and the school.

A conflict may be:

Actual – a conflict currently exists.

Potential – a conflict may arise in the future.

Perceived – others could reasonably believe a conflict exists.

Examples of Conflicts of Interest

Examples may include, but are not limited to:

Assessing, examining or quality assuring the work of a family member.

Assessing a learner with whom there is a close personal relationship.

Financial interests that may influence decision-making.

Personal relationships with learners, parents, suppliers or staff.

Receiving gifts or benefits that could influence professional judgement.

Being involved in decisions where personal interests may conflict with school interests.

2. Responsibilities

Principal - Katie Stewart

The Principal is responsible for:

Promoting a culture of integrity and transparency.

Ensuring conflicts of interest are identified and managed appropriately.

Maintaining records of declared conflicts.

Implementing appropriate control measures where conflicts arise.

Reviewing this policy regularly.

Staff, Volunteers and Contractors

All staff, volunteers and contractors must:

Declare any actual, potential or perceived conflicts of interest as soon as they become aware of them.

Act honestly and transparently.

Cooperate with any measures put in place to manage conflicts.

Avoid situations that may compromise impartiality.

3. Declaration of Interests

Individuals must declare any conflict of interest that could affect:

Teaching.

Assessment decisions.

Examination processes.

Internal quality assurance activities.

Administrative decisions.

Procurement or financial decisions.

Declarations should be made to the Principal as soon as possible and recorded appropriately.

4. Managing Conflicts of Interest

Where a conflict of interest is identified, the school will determine appropriate actions, which may include:

Increased monitoring or oversight.

Allocation of duties to another suitably qualified individual.

Independent review of assessment decisions.

Removal from decision-making processes.

Additional quality assurance arrangements.

The action taken will be proportionate to the level of risk presented.

5. Assessment and Examination Activities

Particular care will be taken where conflicts arise in relation to assessments or examinations.

Where appropriate, the school may:

Arrange independent assessment or verification.

Ensure assessment decisions are reviewed by another qualified individual.

Inform the relevant awarding organisation where required.

Maintain clear records of actions taken to preserve impartiality.

6. Failure to Declare a Conflict

Failure to disclose an actual, potential or perceived conflict of interest may be treated as a serious matter and could result in disciplinary action or referral to the relevant awarding organisation where applicable referring to code of conduct policy and complaints policy.

7. Record Keeping

The school will maintain a register of declared conflicts of interest, including:

Details of the conflict.

Individuals involved.

Risk assessment undertaken.

Actions implemented.

Date of review.

Records will be stored securely and treated confidentially and kept for 5 years.

8. Monitoring and Review

The Principal will review declared conflicts regularly to ensure that management arrangements remain effective.

This policy will be reviewed annually or sooner if required by changes in legislation, awarding organisation requirements or school operations.

Policy Review Date: 8th June 2026

Next Review Date: 8th June 2027

Signed: Katie Stewart

Principal – Katie Wright School of Dance