
Conflict of Interest Policy

Policies and Procedures

bbodance 2023-24

Contents

- Conflict of Interest Policy 1
 - Policies and Procedures 1
 - 1. Introduction..... 3
 - 2. Definitions of Conflict of Interest 3
 - 3. Identification of Conflicts of Interest..... 3
 - i) Governance and Leadership 3
 - ii) Assessment, Delivery and Verification of Awards 4
 - 4. Examples of Conflict of Interest 4
 - 5. Monitoring of Procedures 5
 - 6. Complaints..... 5
 - 7. Administrative Officers and External Advisers 5

1. Introduction

bbodance seeks to uphold the highest standards of practice, ensure the quality and integrity of its qualifications, and maintain customer confidence in its operations, to further this end, the organisation imposes measures to protect against, and/or mitigate, the adverse effects of conflicts of interest, at all levels of decision-making.

The policy upholds the Conditions of Recognition set by external regulators in identifying and managing conflicts of interest in relation to our 'Awarding Organisation' status and the provision of regulated qualifications. The policy applies to all personnel involved in bbodance regulated qualifications, including trustees, senior managers, internal and external examiners, full-time, part-time and freelance teachers and tutors. In all cases, the guiding principle is to avoid situations in which the interests of an individual are contrary to those of the organisation and may endanger the integrity of its qualifications.

2. Definitions of Conflict of Interest

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

1. 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 of the development, delivery, and award of qualifications in accordance with its Conditions of Recognition.
2. 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 in accordance with the awarding organisation's Conditions of Recognition; or
3. An informed and reasonable observer would conclude that either of these situations was the case.

3. Identification of Conflicts of Interest

Particular emphasis is placed on the following areas of activity. In each case examples are given of bbodance methods of identifying potential areas of conflict and the procedures that are in place to deal with them.

i) Governance and Leadership

bbodance is a registered charity and is managed by a Board of Trustees which act as the Board of Directors and are responsible for organisation strategy and planning. The monitoring of the conduct of members is the responsibility of the Chairman of the Board.

It is the policy of the organisation to ensure that:

- on appointment each Trustee is requested to declare any interests, such as relationships, and posts, held, that could potentially result in a conflict of interest. They are required to inform the organisation of any subsequent changes of status that are likely to be problematic. A register of Trustee's interests is kept and monitored by the Board.
- In the course of meetings or activities, Trustees will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the Trustee's best interests or a conflict between the best interests of the two organisations that the Trustee is involved

with. Trustees may be asked to withdraw from particular items of debate and could, on the basis of mutual agreement, be deprived of voting rights.

Examples of conflicts of interest could include:

- A Trustee who is also on the committee of another organisations that is competing for the same funding
- A Trustee who is also the owner of another organisation that is a potential customer/competitor

In cases where the interests of the organisation could be compromised operational decisions will be taken by Trustees who are free of conflict of interest issues. This is particularly critical in cases concerning access to qualifications, impartial assessment and pricing policy where questions of preferential treatment may arise

ii) **Assessment, Delivery and Verification of Awards**

bbodance has a rigorous code of practice to ensure adherence to Equality and Diversity and access to fair assessment. As a result, the following measures are in place to prevent conflict of interest issues arising in relation to the assessment of regulated and non-regulated qualifications and awards:

- As part of the application process for all examining and moderating staff, applications will be checked by the Quality Assurance and Regulatory Adviser to identify any possible conflicts of interest. Where uncertainty remains, these will be explored as part of the interview process
- On appointment, members of staff involved in the delivery of qualifications are required to sign a form declaring any known or potential conflict of interest. Such conflict may arise between functions within the organisation or between their work for the organisation and any outside interest, be this financial, familial; activities carried out for other awarding organisations, or for other organisations involved in activities which could be seen as conflicting with those of bbodance. These forms are issued and retained by the CEO - Opertations
- Where a conflict of interest is declared or arises, this will be reported to the Quality Assurance Committee at its next meeting for resolution. The member of staff declaring a conflict of interest will not be allowed to work for the organisation in the intervening period until the matter is resolved.

4. Examples of Conflict of Interest

- Examiners permitted to approve schools as suitable places of assessment where the owner/teacher is a personal acquaintance or is a professional associate
- Examiners permitted to assess candidates who are known to them due to either professional or a personal connection
- Examiners appointed to examine at a school which is in direct competition with the Examiner's own school

5. Monitoring of Procedures

- The monitoring of all examiners and moderators for Graded and Vocational Graded awards is the responsibility of the Quality Assurance and Regulatory Adviser and the Qualifications Manager
- The monitoring of all assessments for Teaching Qualifications is undertaken by the Head of Teaching Qualifications, the Quality Assurance and Regulatory Adviser and the External Examiner
- Internal moderation of examinations results for all qualifications is undertaken (by sample) by an appointed member of staff who has not been involved in the assessment process
- The External Examiner may, if necessary, initiate a remark, re-assessment or further moderation if a conflict of interest has compromised the integrity of a qualification and/or disadvantaged a learner
- The Annual Report on Graded and Vocational Graded qualifications includes an evaluation of conflicts of interest and steps taken to mitigate them.

6. Complaints

Complaints regarding conflicts of interest (actual or potential) are subject to the Complaints Policy and processed accordingly.

7. Administrative Officers and External Advisers

bbodance administrative staff and external advisors or consultants are subject to checks via the application process and required to declare any potential conflict/s of interest.

Date of next review: August 2024