

## Conflict of Interest Policy and Policy

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Policy owner:	Head of Quality		

### Approval required

SLT Y/N	Y	SLT approved/review date	14.05.2024
Governor Y/N	N	Governor approved date	N/A

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Area/s of Staff Intranet	Strategies, Policies and Procedures						

### Changes made

Version	Author	Date	Section	Changes summary
2	Sharon Burke	16.02.2023	Process	Process diagram added New template
3	Gemma Conti	10.05.2023		General update

## **Conflict of Interest Policy**

### **Introduction**

Craven College is committed to declaring any conflict of interest. The following details how the objectives of the Conflict-of-Interest Policy will be met and identifies:

1. Purpose
2. Scope
3. Responsibilities
4. Communication
5. Implementation
6. Monitoring
7. Associated Documentation

A conflict of interest occurs where the professional responsibilities and position of trust held by an individual or an organisation are compromised by the potential for personal gain or organisational benefit from a situation.

### **1. Purpose**

The purpose of this policy is to ensure that all conflicts of interest are identified and recorded, that they are notified to the relevant College leaders and that, where appropriate, mitigating actions are agreed and put into place.

It is to ensure that all individuals within the College are protected where there may be an actual, potential, or perception of a conflict of interest and to ensure that as an organisation we meet the needs of external organisational requirements by following their policies, procedures and instructions in relation to conflicts of interest.

### **2. Scope**

The Conflict of Interest policy is designed to protect the integrity of the College and to ensure that all financial and assessment decisions remain fair and properly managed.

All members of the College community are required to recognise and disclose activities that may give rise to any conflict of interest in relation to the financial interest, the design, delivery and/or awarding of assessments and examinations to ensure that such conflicts are identified, recorded and managed effectively.

### **3. Responsibilities**

It is the duty of every individual covered by this policy to disclose any conflict of interest or any circumstances that might reasonably give rise the perception of conflict of interest. Apparent or perceived conflicts of interest can be as damaging as actual conflicts of interest.

- Department Heads and Managers are responsible for informing the Quality and Exams Teams of any conflicts of interest relating to assessment/exams at the time the conflict first arises or is recognised.
- The Head of Department has the responsibility of securely completing any Conflict of Interest Declaration documentation.
- The Exams Officer has responsibility, where applicable, for informing the Awarding Organisation of conflicts of interest, along with the necessary mitigation plans.
- This policy also covers any instances of financial conflicts of interest (e.g., potential financial advantage gained through awarding of contracts or other business arrangements)

### **4. Communication**

The following principles are fundamental to the communication of the Conflict of Interest Policy and Policy:

- The Conflict of Interest policy will be reviewed by the Head of Quality before being escalated to the SLT for approval.
- This policy will apply to all College staff involved in financial/tendering decisions, assessing, teaching, instructing, invigilating or who has access to sensitive information within the College. All staff need to be aware in the event of a conflict of interest occurring in order to declare this. It will be the responsibility of the Head of Department/Manager to communicate the content of the policy with staff

### **5. Implementation**

All Heads of Department/Managers are to ensure that all staff; part-time, salaried, agency or guest are aware of the need to declare any conflict of interest.

1. Identify any staff member, including agency staff, or guest staff who may have a conflict of interest

2. Staff member to complete the Conflict of Interest Declaration form in full and submit to the Department Head/Manager for assessment, and if applicable, for mitigation plans to be put into place
3. Department Head/Manager to send the fully completed form to the Quality & Professional Development Manager for review
4. If applicable, the Department Head/Manager will complete the Awarding Organisation Documentation to declare the conflict of interest and send copies of this to the Exams Officer and the Quality & Professional Development Manager

## **6. Monitoring**

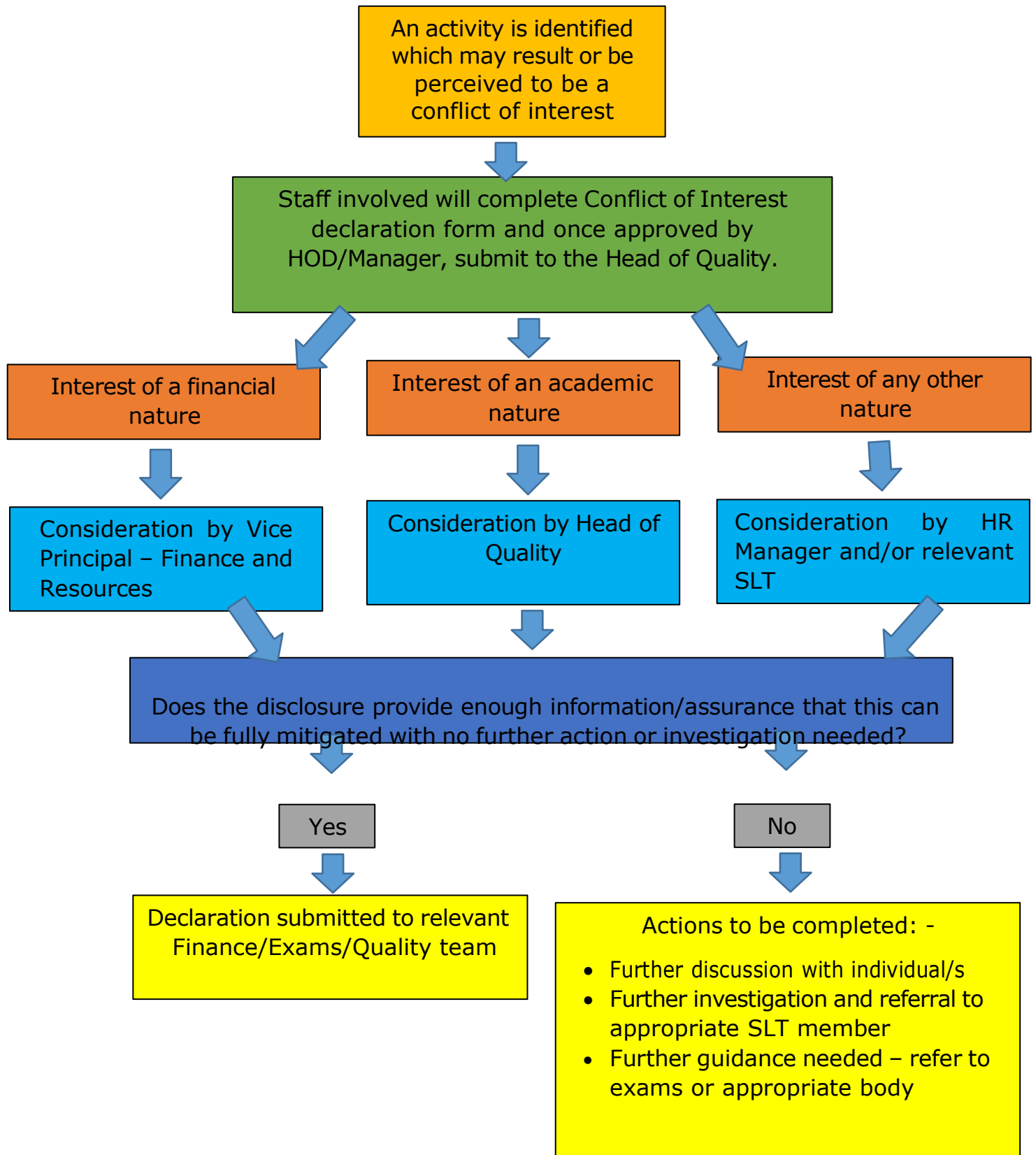
- The documents completed by staff are required to be renewed each year or for as long as the conflict of interest is potentially of impact
- The records will be kept for a minimum of one year following issue of results for the relevant assessment/examination series

## **7. Associated Documentation**

This policy will be used in conjunction the following college policies: -

1. Staff Code of Conduct
2. Anti-fraud and Anti-bribery policy and policy
3. Whistleblowing policy
4. Malpractice and Maladministration policy.
5. Assessment Appeals policy.

## Appendix 1: Process



## Appendix 2: Conflict of Interest Declaration form

**Section 1:** To be completed by individuals to declare potential conflicts of interest to their Head of Department/Manager

Name:	
Department/Relationship with the College:	
Details of related person:	
Nature and details of the potential conflict of interest:	
<b>Signed:</b>	<b>Date:</b>

**Please forward this form to your Head of Department / Manager. Section**

**2:** To be completed by Head of Department / Manager

Decision of Head Department / Manager on whether an actual or perceived conflict of interest exists. Please state reasons for decision:	
If a conflict of interest is confirmed, please add details of mitigation plan:	
<b>Signed:</b>	<b>Date:</b>

Once completed, the Head of Department / Manager to forward completed form to the Head of Quality, the Exams Officer and the member of staff.

**Section 3:** To be completed by the Exams Department

<b>Awarding organisation informed (if applicable)</b>	<b>Date:</b>
<b>Form filed securely</b>	<b>Date:</b>
<b>Signed</b>	