



## **PROFESSIONAL TEACHERS OF DANCING CONFLICT OF INTEREST POLICY**

### **ISSUE AND REVIEW:**

The date of issue of this policy is October 2019. This policy will be reviewed regularly.

### **GENERAL INFORMATION**

The PTD's activities and those engaged with all PTD activities must be free from conflicts of interest that could affect their judgement and objectivity. The PTD takes responsibility for ensuring that it identifies and manages potential conflicts of interest where they apply to management, examiners and staff.

**DEFINITION OF CONFLICTS OF INTEREST**, as defined in the *General Conditions of Recognition* August 2018 (published by Ofqual).

*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 of the development, delivery and award of qualifications in accordance with its Conditions of Recognition

(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 in accordance with the awarding organisation's Conditions of Recognition, or

(c) An informed and reasonable observer would conclude that either of these situations was the case.

### **IDENTIFICATION OF CONFLICTS OF INTEREST**

The PTD will carry out continuous monitoring of operations and of all individuals involved with the PTD to ensure that any conflicts of interest in relation either to the activities of the organisation, or to the activities of others working for the PTD are identified and resolved as soon as possible.

Conflicts of interest are identified through:

1. *The recruitment process for PTD management, examiners and staff*
  - On receipt of an application to work for the PTD in any capacity an individual's CV will be checked to identify any potential areas for conflict of interest. If any areas are identified they will be discussed further with the individual during the interview process.

- When an examiner is appointed, they will be required to sign a form declaring where they currently and recently have worked so that they are not allocated work from those schools to ensure there is no conflict of interest. If there is a change in the individual's circumstances, they will be asked to notify the PTD.

2. *Declarations of conflict of interest made by:*

- PTD Managers
  - PTD Examiners
  - PTD Staff
- All PTD management, examiners and staff will be expected to declare any conflicts of interest that may prevent them from carrying out their roles objectively and to notify the PTD if their circumstances change.
  - If a PTD examiner is involved in the development of a syllabus and will then examine that syllabus the syllabus will be subject to scrutiny by an external consultant to ensure that the syllabus will meet the needs of all learners and has no bias towards any specific group or type of learners.

## **CONFLICTS IN RELATAION TO CONFIDENTIAL MATERIAL**

All information provided to the PTD will be processed in accordance with the General Data Protection Regulations 2018.

All individuals involved with the PTD who have had access to confidential examination information are required to provide details of any conflicts of interest including personal conflicts, for example, where a child, sibling or other family member is due to take the examination in relation to which the person has confidential examination information and where a partner or other close family member is teaching.

## **MANAGING POTENTIAL CONFLICTS OF INTEREST**

The PTD endeavours to mitigate any potential conflicts before they pose a risk to the PTD or could have an adverse effect on the PTD.

When a conflict of interest has been identified it will be logged and managed under the following headings:

- *Does not pose a risk*

In cases where the potential conflict does not currently pose a risk, the conflict will be monitored over time to assess whether there are any changes to individual job roles or responsibilities that might pose a risk in the future.

*For example,* where a member of staff has family members who may be undertaking PTD examinations but does not have responsibility for any areas of PTD operations that might put them in conflict

- *Poses a risk if not managed appropriately*

In cases where the potential conflict may pose a risk if not managed appropriately.

*For example*, where an PTD member of staff knows a PTD candidate – this would involve allocating the administration for that candidate's examination to another member of staff.

- *Poses a significant risk*

In cases where the potential conflict poses significant risks and cannot effectively be managed by redeployment or by other form of mitigation appropriate actions will be agreed.

*For example*, withdrawal of an offer of employment on the basis of conflict of interest.

### **THE MONITORING OF CONFLICTS OF INTEREST**

- All conflicts of interest will be logged, monitored and actions taken if necessary.
- The completion and return of the Conflict of Interest Form on an annual basis for all individuals involved with the PTD.
- Examiner training to ensure and reinforce neutrality, objective assessment and professional practices, which are backed up by standardisation activities.
- Processes are in place for the monitoring of results before release to teachers and candidates.