

Conflict of Interest Policy

Curious Academy of Talent

Conflict of Interest Policy

1. Purpose

Curious Academy of Talent is committed to ensuring that all examinations and assessments are conducted fairly, impartially and with integrity. This policy sets out how actual, potential or perceived conflicts of interest will be identified, managed and recorded.

2. Scope

This policy applies to:

- The Head of Centre
- Centre Coordinator
- Teachers and support staff
- Volunteers
- Candidates and parents where appropriate

3. Definition

A conflict of interest exists where an individual has a personal, financial or professional relationship that could influence, or be perceived to influence, decisions relating to LAMDA examinations.

Examples include:

- A member of staff teaching or assessing a close family member.
- A member of staff having a close personal relationship with a LAMDA Examiner.
- A financial or personal interest that may affect impartiality.
- Any circumstance which could compromise fairness.

4. Identifying Conflicts

All staff must declare any actual or potential conflict of interest to the Head of Centre as soon as it becomes known.

Declarations may be made before examinations, during planning or immediately if circumstances change.

5. Managing Conflicts

The Head of Centre will:

- Record all declared conflicts.
- Assess the level of risk.
- Take appropriate action to remove or minimise any risk.
- Notify LAMDA where required under its regulations.

Possible actions include:

- Reallocating responsibilities.
- Restricting involvement in examination administration.
- Providing additional oversight.
- Seeking advice from LAMDA.

6. Confidentiality

All declarations will be treated confidentially and retained securely in accordance with the Centre's Data Protection Policy.

7. Failure to Declare

Failure to declare a conflict of interest may be treated as misconduct and may result in disciplinary action or referral to LAMDA where appropriate.

8. Review

This policy will be reviewed annually or sooner if LAMDA guidance or legislation changes.

Approved by: Head of Centre

Review Period: Annual