

**NORTHUMBERLAND**

COUNTY

COUNCIL



**The Grove School**  
**ASDAN Conflict of Interest Policy**  
**and Procedure**

**Date Reviewed: January 2024**

**Next Review Date: January 2025**

# Our Conflict of Interest Policy and Procedure

## Introduction

ASDAN is required under the regulatory Conditions of Recognition to be aware of any potential conflicts of interest that may impact upon on the outcomes of internal assessment and ultimately the award of a qualification.

## Definition of Conflict of Interest

A conflict of interest in this context can be defined as a situation that has the potential to undermine the impartiality of a teacher, staff member, assessor or internal moderator because of a person's self-interest, professional interest or public interest.

## Policy Statement

As a centre delivering ASDAN qualifications we are required to declare any or all circumstances where staff involved in the planning, delivery, assessment or internal moderation of ASDAN qualifications have a financial or contractual interest, or have a personal or family interest, in the outcome of assessment, standardisation or internal moderation.

## Examples of Conflicts of Interest

The following is a range of potential conflicts of interest, though this list is not exhaustive:

- A member of staff works at the centre and a family member takes a qualification at the same centre.
- A member of staff at the centre is completing a qualification delivered and assessed by the centre.
- A teacher, assessor, staff member or internal moderator working with more than one centre or private training provider.
- A teacher, assessor, staff member or internal moderator partaking in the appointment, promotion, supervision or evaluation of a person with whom they have family connections with.

- A member of staff involved in the delivery or outcome of an ASDAN qualification having a family connection with an ASDAN registered learner or learner's family.
- An assessor is also an owner of a centre and stands to gain financially from high achievement rates.
- An assessor is related to a candidate whose work they are teaching, assessing or internally moderating.
- The appraisal and reward of a trainer-assessor with a dual role is dependent on high achievement rates.

### Policy Procedure

If anyone is aware of a conflict of interest, or the potential for there to be one, with either themselves or another staff member they must make this known to our Head teacher.

The attached Centre Declaration of Conflict of Interest form must be completed as soon as a potential or actual conflict of interest has been identified and reported in school.

Please complete the form as fully as possible and return by email, post or fax to:

### Email

[compliance@asdan.org.uk](mailto:compliance@asdan.org.uk)

### Post

Compliance Manager - Confidential, ASDAN, Wainbrook House, Hudds Vale Road, St George, Bristol. BS5 7HY

### Queries

If you have any queries please contact the ASDAN Compliance Manager:  
01179543950

### Acknowledgement

- ASDAN will acknowledge receipt of your form within 5 working days and, if necessary, request additional information within 10 working days.

- ASDAN will let you know the action/s required to deal with the issue within 5 working days of receiving the information requested.

Penny Derries

Headteacher

Bob Curry

Chair of Governors

Next date for review:- January 2025

## Centre Declaration of Conflict of Interest

### Contact Details

Centre Name:	Registered Centre Number:
Your Name:	Your Job Title:
Your connection with the centre/centre staff member:	
Your email address:	Your phone number:

Please indicate whether you wish to remain anonymous throughout the process: Yes/No

If a staff member or members at an ASDAN registered centre is/are involved in the potential or actual conflict of interest, please complete the following details:

Person or persons' name/s:
Person or persons' role/s at the centre:
Which ASDAN qualification/s is/are affected?

Complete the following section to describe the full nature of the potential or actual conflict of interest, in order to help us to take the appropriate action.

Include any actions carried out by the centre or yourself, relating to the issue.

Use additional sheets and attach any supporting documentation, as necessary.

Finally, complete the declaration and submit the form to ASDAN with any supporting evidence.

Details of the potential conflict of interest:

Declaration:

"I understand that ASDAN will retain and process electronically the information given in and with this report, and may use it for any purpose deemed relevant to this enquiry."

Signed:

Date:

Name (please print):