

CONFLICT OF INTEREST POLICY



Introduction

This policy is aimed at centres, teachers, examiners and candidates who are involved in the assessment of all Spanish Dance Society (SDS) qualifications.

The SDS takes responsibility for ensuring that it identifies and manages potential conflicts of Interest where they apply to its Executive Committee, Examiners and anyone else undertaking work on behalf of the SDS.

This policy is available on the website at www.spanishdancesociety.org or can be obtained by e-mailing info@spanishdancesociety.org

This policy will be subject to review and monitoring by the SDS and if necessary, will be amended and updated following feedback. All future versions to this policy will be flagged and will be posted on the website.

ISSUE AND REVIEW

The date of re-issue of this policy was September 2025. This policy will be reviewed every five years unless appropriate changes are required at an earlier stage.

WHAT IS CONFLICT OF INTEREST?

A conflict of interest (1) 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.

(1) As defined in the General Conditions of Recognition August 2018 (published by Ofqual)

HOW SDS IDENTIFIES CONFLICTS OF INTEREST

Conflicts of Interest are identified through:

- a) The recruitment process for new members of the Executive Committee.

b) Declarations of Conflict of Interest from all of the Executive Committee, Examiners and anyone involved in undertaking any work on behalf of the SDS.

c) The continuous monitoring by the Executive Committee and the Executive Organiser.

EXAMPLES OF POTENTIAL CONFLICTS OF INTEREST

- Examiners examining a candidate who is related to them or with whom they have a close relationship
- Examiners examining someone that they have recently taught
- Inappropriate gifts or expensive meals being provided to examiners
- Examiners using their knowledge of the specific content of the teacher's examinations to give advantage to their pupils

MANAGING POTENTIAL CONFLICTS OF INTEREST

Where a potential conflict of Interest is identified, either from the annual returns from examiners, executive committee and any other person undertaking work on behalf of the SDS, it will be discussed and assessed by the Executive Committee. The conflict will be recorded on the SDS Risk Register and actions or risk mitigation also recorded.

If the conflict has already occurred and was not previously notified to the Executive Committee or Executive Organiser then appropriate action will be taken by the Executive Committee, which could include suspension and/or the person being expelled from the SDS.

Should the conflict of Interest involve a member of the Executive Committee, the remaining Committee members will take appropriate action.

All examiners are required to sign a contract on an annual basis that clearly states their responsibilities for avoiding any conflicts of Interest.