



Conflict of Interest Policy

September 2023

(To be reviewed August 2024)

Safeguarding Statement

SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

The Scope of this Policy

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

This policy is designed to be used in conjunction with RSL guidance which is made available on the website at www.rslawards.com. RSL requires centres approved to deliver Vocational Qualifications to declare any and all conflicts of interest pertaining to the assessment of Vocational Qualifications. However, this policy can be applied across all SupaJam Vocational programmes and Maths and English programmes.

Managing and Declaring Conflicts of Interest

It is the responsibility of all staff in SupaJam Education in Music and Media to declare all conflicts of interest. Any undeclared conflict of interest and instances where assessment has taken place where conflict of interest exists may be investigated in line with awarding bodies Malpractice and Maladministration Policies.

Any and all conflict of interest pertaining to the assessment of qualifications will be declared to the awarding body. Each individual involved in the assessment process is responsible for declaring conflicts of interest. Where SupaJam Education in Music and Media are able to mitigate against a declared conflict of interest, the mitigation will be included in the declaration.

In instances where SupaJam Education in Music and Media cannot mitigate against a conflict of interest (for example, where the only qualified assessor and internal verifier available at a centre are related) the unresolved conflict will be declared to the awarding body to enable them to make arrangements to mitigate through the external quality assurance processes.

The Education Manager will be directly responsible for submitting the declaration of conflict of interest to awarding bodies.

Possible Examples of Conflict of Interest in Relation to the Delivery of Qualifications:

- Where an assessor and the internal verifier have a personal relationship.
- Where a child of the assessor or internal verifier is taking part in the assessment.
- Where an internal verifier is also an assessor.

This is not intended to be an exhaustive list.

5. Template for Declaration of Conflict of Interest

Name of Centre.....

Quality Officer.....

Date	Nature of conflict of interest	Mitigation	Awarding body response including further mitigation, where necessary
EXAMPLE	IV A normally internally verifies unit XYZ. However, IV A's daughter is in the class.	Internal verification will be conducted by IV B for this unit.	
EXAMPLE 2	IV A normally internally verifies unit XYZ. However, IV A's daughter is in the class. The centre has no other internal verifier.	This is an unavoidable conflict of interest. IV A will IV the unit but will not include the work of their daughter in the IV sample.	Awarding body EQA will ensure that the work of the candidate involved in this declared conflict of interest is sampled.

Declaring a conflict of interest:

If a member of staff feels that there may be a conflict of interest, they must email the details to The Director Of Education for RSL rebecca.Bates@supajam-education.org

For Maths and English conflict of interest concerns please contact The Maths And English Manager and Exams Officer. natalie-rose.woods@supajam-education.org

Should you have any questions relating to this policy, please email the relevant individual.