



# THE DANG THEATRE AND DANCE SYLLABUS (DTDS) CONFLICTS OF INTEREST POLICY

## Introduction

A conflict of interest exists in relation to an awarding organisation where:

- Its interests in any activity undertaken by it, on its behalf or by a member of its Group that 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.
- 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.
- An informed and reasonable observer would conclude that either of these situations was the case.

## Issue and review

The date of issue of this policy is January 2023. This policy will be reviewed annually in January of each preceding year.

## Who Does This Policy Apply To?

Conflicts of interest can take many forms and apply not only to Directors, staff and contractors engaged by DTDS, but also to partner organisations, centres delivering DTDS Centres and examination venues.

DTDS takes responsibility for ensuring that it identifies and manages potential conflicts of interest where they apply to its directors, committees, staff, and contractors. Centres and examination venues take responsibility for identifying and managing potential conflicts of interest, reporting these regularly to DTDS who is responsible for monitoring them. Centres, partner organisations and examination venues must ensure



that they are familiar with the content of this policy and operate their own internal processes accordingly.

## How DTDS Identifies Conflicts of Interest

Conflicts of interest are identified through:

- The recruitment process for DTDS staff, assessors, moderators and examiners.
- The activity for the engagement of contractors for the organisation.
- Centre and teaching processes for internal assessment and verification/ recruitment of staff in centres.

Declarations of conflicts of interest made by:

- DTDS Directors
- DTDS staff, assessors, moderators, examiners, contractors, EQAs and SEQA
- Centres
- Examination venues
- Teachers and Partner organisations
- Contractors

The monitoring of conflicts of interest:

- By the DTDS Management Committee
- By DTDS staff in relation to external and freelance third-party contractors including assessors, moderators, examiners, contractors, EQAs and SEQs
- By DTDS/ RSL for partner organisations
- By DTDS/ RSL EQAs via centre monitoring visits
- By DTDS/ RSL for examination venues

## Examples Of Potential Conflicts of Interest:

Potential conflicts of interest requiring declaration could include:



- An individual entering into a financial or operational agreement with an organisation or individual in which they have a vested interest, for example: an examiner who teaches at a centre cannot examine for said centre within a 3-year period
- The interests of one job held by an individual contradicts another job held by that same individual (e.g., a person working for two competing products with organisations or in two conflicting roles within one organisation (e.g., Assessor and Internal Verifier).
- A partner, child, or other close relative of an individual is employed (or applies for employment) by an organisation. For example: examine or assess a candidate known to the examiner or assessor
- An individual carrying out assessment has personal links with the individuals they are assessing (known as interests in assessment, as above).
- Goods or services are purchased from a relative of an individual or an organisation controlled by a relative. To ensure best quality and price for goods or services unless proven by other comparison of external quotes or measures taken to agree a declaration to protect the organisation and reviewed on an annual basis.
- Gifts are not to be accepted from others to promote their interests within the organisation.
- Where an EQA has personal or professional connections with centre staff at a centre to which they are assigned.
- Where an EQA and their assigned SEQA have a personal or professional relationship such as could be seen as a conflict of interest.
- Where an EQA or SEQA have a personal connection with a candidate undergoing assessment at a centre they are assigned to.
- Where an examination invigilator is the sole invigilator for an examination and that invigilator stands to benefit from positive outcomes for that exam (for example, the school owner, teacher, or centre manager).

## Conflicts in relation to confidential materials

DTDS sets out obligations in its contractual arrangements for staff and third parties who have access to confidential assessment information which may arise from other activities they may carry out.



These contractual arrangements require staff and third parties who have, or have had, access to confidential assessment information through the assessment development process (including quality assurance) to provide details of:

- all instances in which such a person is, or has been, a teacher for the relevant qualification, or is employed by a Centre at which that qualification is taught or delivered (even if that person does not themselves teach or deliver the qualification); and
- all other conflicts of interest including personal conflicts such as, for example: where a child, sibling, or other close family member is due to take the assessment in relation to which the person has confidential assessment information, and where a partner or other close family member is teaching, or is due to teach, the relevant qualification.
- The interests of one job held by an individual contradicts another job held by that same individual (e.g., a person working for two competing products with organisations or in two conflicting roles within one organisation (e.g. Assessor and Internal Verifier or contractors/ assessment developers that have access to organisational strategy or information that could affect the progress of the organisation in the competitive markets- a declaration of confidentiality will need to be actioned).
- Goods or services are purchased from a relative of an individual or an organisation controlled by a relative that has access to results and assessment decisions. To ensure best quality and price for goods or services unless proven by other comparison of external quotes or measures taken to agree a declaration of confidentiality is put in place to protect the organisation and is reviewed on an annual basis.

## Managing potential conflicts of interest

Once a potential conflict is identified via an annual declaration or through periodic monitoring of conflicts of interest both within DTDS and with centres, DTDS will:

- Log the potential conflict
- Decide whether the potential conflict:
  - Does not pose a risk
  - Poses a risk if not managed appropriately



- Poses a significant risk
- Escalate any conflicts posing a risk to the Quality Committee for a decision and action. In all cases, DTDS seeks to mitigate any potential conflicts before they pose a risk to the organisation or cause an adverse effect.

DTDS sets a 5-year limit on potential conflicts of interest. Therefore, any historical personal or professional links that an individual has with a centre, individual or organisation which have ended over 5 years from the point of declaration would not be considered as a potential conflict unless the individual declares that personal and/or professional links are still valid and may have an impact.

In cases where the potential conflict does not currently pose a risk, the conflict will be noted in the log and monitored over time to assess whether any changes to individual job roles or responsibilities might pose a risk in the future. Examples of this type of conflict may include and are not exhaustive:

- Where a contractor works for another awarding organisation but not in the same capacity or sector
- Where a member of staff has family members who may be undertaking DTDS examinations but does not have responsibility for any areas of DTDS operations that might put them in conflict
- Where an EQA has historical links with a centre but does not know current members of staff in a personal or professional capacity
- Where a contractor to DTDS is a family member or has a personal relationship with an employee
- Where employees, board members or management committee members for the organisation have personal or other business connections, for example: full time staff members with examiners, board/ committee members.

In cases where the potential conflict may pose a risk if not managed appropriately, the conflict will be noted in the log and flagged to the Quality Committee to agree the mitigations to the conflict. These could include:

- Where an examiner or EQA declares a personal or professional relationship with an individual candidate or centre – this would involve reallocating the examiner or EQA to another examination session or centre



- Where an DTDS member of staff knows an DTDS candidate this would involve allocating the administration for that candidate's examination to another member of staff.
- Where a committee or Board of Directors member has a potential conflict with a particular decision being made by DTDS – this would involve that member absenting themselves from any decisions made.
- Where an employee has a personal connection with a contractor this would involve additional quotations to prove that the contractor is competitive. The employee would be asked to sign a declaration of confidentiality, non-disclosure to ensure all contracts are fairly engaged.

In cases where the potential conflict poses significant risks and cannot effectively be managed by redeployment or by other form of mitigation, the conflict will be noted in the log and flagged to the Quality Committee to agree actions.

These could include and are not exhaustive to:

- Withdrawal of an offer of employment to a member of staff or contractor based on conflict of interest.
- Sanctions to be imposed on a centre including the temporary suspension or withdrawal of approval if the conflict is not resolved by the centre within an agreed timescale. The issue of non-disclosure and confidentiality agreements both internally and externally of the organisation.

## Monitoring Conflicts of Interest

Annual declaration of conflicts of interests will be required from the following:

- Directors/ Accountable Officers/ Management Boards and committee
- Staff and freelancers
- Contractors (including examiners, assessors, EQAs, SEQAs and other contractors)
- Centres
- Examination venues
- Partner organisations



Conflicts of interest will also be monitored through:

- Monthly reports to the Quality Committee of potential conflicts for discussion and action
- Centre visits by EQAs and SEQAs to verify any declarations made by centres and investigate any potential conflicts
- Monitoring of examination venues by the DTDS Examiners, with Directors, staff and contractors that any changes to roles and responsibilities do not indicate a potential conflict
- Monitoring of partner organisations by DTDS committee representatives

## The role of the Quality Committee

Conflicts of interest is a standing agenda item on the Quality Committee meeting agenda. Conflicts of interest declarations and logs are reviewed by the committee and any conflicts which pose a risk are discussed individually and actions agreed. These are recorded in the minutes of the meeting.

## Conflicts of interest checklist

Role	Means of Identification	Management	Monitoring Process
<b>Directors</b>	Annual declaration	Logged and noted	Via Quality Committee
<b>Staff/ Freelancers</b>	Declaration on recruitment	Logged and noted	Line Managers and HR department



<b>Contractors</b> (examiners, EQAs, SEQAs, moderators etc)	Annual declaration	Through contractual obligations, logged and noted	Via Quality Committee and HR department
<b>Centres</b>	Own process for declaring internally – responsibility highlighted in centre agreement and monitoring	Centre monitoring visits and escalation from centres to DTDS of any actual conflicts	Via Quality Committee
<b>Examination venues</b>	Own process for declaring internally – responsibility highlighted in venue approval process	Monitoring by DTDS Exam Venue Manager	Via Quality Committee
<b>Partner organisations</b>	Own process for declaring internally – responsibility highlighted in partner annual return and monitoring	Monitoring of partners and annual return – escalation from partners of any actual conflicts	Via Quality Committee