



Ickburgh Conflict of Interest Policy

May 2020

To be reviewed May 2021

To comply with the regulations, Ickburgh school is required to manage Conflicts of Interest and inform ASDAN of:

- *any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units;*
- *any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units; and*

maintains clear records of all instances where:

- *centre staff are taking qualifications at other centres.*

Any declaration(s) of CoI will be used to inform ASDAN and to record *details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected.*

The individual who has declared a CoI will be informed if/where any measures or protocols put in place directly affect them.

All records are subject to inspection by the ASDAN awarding body on request and will be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later (for the relevant exam series).

S. Canney

ASDAN coordinator

Ickburgh School

Hackney