



# MidKent College Conflict of Interest Policy

Document Details			
<b>Policy Number</b>	MKC-Quality-002	<b>No. of Appendices</b>	0
<b>Document Title</b>	MidKent College Conflict of Interest Policy 2024-2026		
<b>Document Description</b>	<i>This policy is for all MidKent College stakeholders and details the necessity to declare any potential risk of a conflict of interest staff may encounter to remain fair, transparent and professional in their capacity with MidKent College.</i>		
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<b>Version Number</b>	1	<b>Review Cycle</b>	2 Yeras
<b>Document Status</b>	Draft	<b>New Policy</b>	Yes
<b>Change Criteria</b>	Major		

**\*\*Major change is defined as:**

*Anything that represents a significant change of working practice, legal requirement, procedure or process within the organisation, or a change that impacts an employee's terms and conditions of employment.*

**\*\*Minor change is defined as:**

*Any change of dates, job titles or terminology that do not represent a significant change to working practice. Examples changes of terminology to reflect current legislation/ DfE/Ofsted such as the change of terminology in the safeguarding policy from peer-on-peer abuse to child-on-child abuse.*

Document Authorisation				
	<b>Authorisation Required</b>	<b>Initial and Role</b>	<b>Digital Signature</b>	<b>Date</b>
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<b>Exec Approver</b>	Yes / No			
<b>GB Sub Committee</b>	No			

<b>Full GB Committee</b>	No			
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<b>Policy Cross References</b>	
<i>This policy should be read in conjunction with any other associated policies, with particular reference to:</i>	
<b>Policy Name</b>	<b>Policy Number</b>
MidKent College Teaching, Learning and Assessment Policy 2024-2026	MKC-Curriculum-001

<b>Document Revision History</b>		
<b>Version Number</b>	<b>Date</b>	<b>Summary of Revision</b>
v.1	09/2024	Newly written/composed policy document.

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# 1 INTRODUCTION

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## 1.1 INTRODUCTION

MidKent College (MKC) offer a fair, transparent learning environment for staff and students. To maintain the highest professional standards and to be fully compliant with Awarding Organisations, all conflicts of interest need to be identified and declared. The Exams Department manage the recording and any actions needed for managing declarations of conflicts of interest.

A conflict of interest occurs when an individual has competing interests or loyalties. This could appear to compromise decisions if not managed efficiently.

### 1.1.1 Examples of Conflicts of Interest:

- A member of MKC staff enrolled on a course as a student at MKC.
- Members of Internal Quality Assurance (IQA), teaching, assessing and additional learning support staff (ALS), who have a personal connection with a student on their timetable.
- An individual is internally or externally marking assessments, of a candidate who is a friend or relative.
- A student is assessed and internally quality assured, by the same member of staff.
- An invigilator who has a personal connection to a student, who they are invigilating for an exam.

## 2 PROCEDURES

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All staff involved in all qualifications offered at MKC, have a responsibility to declare knowledge of any potential risks of a conflict of interest to their line manager.

Staff must ensure they:

- Read the MKC conflict of interest policy, annually.
- Complete the declaration form sent out by the exams department.
- Are not timetabled as teachers\*, IQA's or ALS if there are any conflicts of interest.
- Log and report any conflicts of interest to the Exams department, who will inform the Awarding Organisation using the correct processes. Exams will then implement any actions required, including removing access to information and online platforms.

*\*Teachers – for the purpose of this policy the term “Teachers” refers to any student-facing member of staff and includes, but is not limited to, “Tutors”, “Staff”, “Assessors”, “Lecturers” and “Agency Staff”. \*\*Full/Part-time/Sessional / PPT’s*

### 2.1 POLICY VALIDITY

This policy is valid for the academic years 2024-2026 and is due for review in June 2026.

## **2.2 POLICY OWNER AND REVIEWER**

The Senior Manager responsible for this policy is the Executive Director Curriculum and Quality.

## **2.3 POLICY MONITORING, REVIEW AND EVALUATION**

A review of this policy will form part of each second annual process of self-assessment for the curriculum function and will involve input from a range of stakeholders including staff, learners, and others.

## **2.4 POLICY IMPACT ASSESSMENT**

This policy has been Impact Assessed and generates no concerns about differential impact. The Impact Assessment is filed on the Quality SharePoint site.