



# Conflict of Interest Policy

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Version:	1
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# 1. Definition

A conflict of interest (COI) arises in situations where an individual responsible for making a decision or assuming a position of responsibility might personally benefit unfairly from that decision or responsibility. This could include situations related to:

- Registering candidates to Beyond Horizons Academy
- Assessing candidates
- Internal decisions pertaining to corporate governance, procurement, and human resources.

## 1.1 Persons Affected by a COI

The following individuals must adhere to this policy:

- All Beyond Horizons Academy employees.
- Contracted examiners and moderators.
- Attendees of Beyond Horizons Academy Assessment Boards, either as members or observers.
- Teaching, support, and senior management staff at Beyond Horizons Academy.

## 1.2 Declaration of a COI

A COI should be declared in circumstances such as:

- Type A: Direct or indirect involvement with NCC Education qualifications due to personal relationships or obligations.

When...

- you
- your spouse
- your child
- another relative or a close friend
- a person to whom you have obligations, whether personal, financial, and so on (examples might include employers or someone to whom you are in debt)

...are registered on, or taking a course leading to, an NCC Education qualification with which you have involvement, whether through teaching, administering or assessing.

- Type B: When a person from the list above [Type A] has influence over decisions at Beyond Horizons Academy or NCC Education due to personal relationships or obligations.

## **2. Procedures for the Declaration of Interests**

Individuals with a COI must declare it in writing or via email to the Director at Beyond Horizons Academy (see contact details in Section 5 below). For meetings, the Chair or Secretary will ensure any known COIs are declared. Failure to declare a COI might lead to disciplinary action or be treated as malpractice. If you are unsure what to declare, whether to declare, or how to declare, please contact the director for confidential guidance.

### **2.1. Data Protection**

Information provided during a COI declaration will be treated with confidentiality, adhering to data protection laws, and used solely for ensuring the best interests of Beyond Horizons Academy, NCC, and candidates.

## **3. Recusal**

Upon declaring a COI, individuals should refrain from participating in discussions or actions impacted by the COI. This is known as 'recusing yourself'. Failure to do so can result in disciplinary actions.

## **4. Reporting a COI**

Individuals should promptly report any COI to the Director at Beyond Horizons Academy and recuse yourself from any questionable activities related to the COI. If you are honest and transparent about conflicts of interest and have regard for how your actions might be perceived by others in the future, then no problems will arise.

## **5. Contact Details**

COIs can be reported to:

- Email: [afzal@albashir.co.uk](mailto:afzal@albashir.co.uk)

- Post: FAO The Director, Beyond Horizons Academy. 199 Roundhay Road, Leeds, LS8 5AN.

- Phone: 0113 249 8061