

Conflict of Interest Policy

2025 – 2026

Centre Name	Saracens Foundation
Approved/Reviewed by	Benjamin Lawrence
Last Review Date	01/07/2025
Date of Next Review	01/07/2026

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Definitions

When referring to the ‘Centre’, we are referring to the Saracens Foundation. The Saracens Foundation is a registered charity (Charity No. 1079316), we are the charitable arm of the Saracens Rugby Club and are based at StoneX Stadium.

Any reference to the ‘Head of Centre’ is Benjamin Lawrence, Head of Operations and Designated Safeguarding Lead at the Saracens Foundation.

In general terms, a conflict of interest exists when an organisation or an individual has competing interests, which might impair its or their ability to make objective, unbiased decisions.

A conflict of interest exists in relation to the centre where –

(a) its interests in any activity undertaken by it, on its behalf, or by a member of its staff have the potential to lead it to act contrary to its interests in the teaching and award of qualifications,

(b) a person who is connected to the delivery or quality assurance of a programme or qualification has interests in any other activity which have the potential to lead that person to act contrary to their interests in that delivery, or

(c) an informed and reasonable observer would conclude that either of these situations was the case.

Purpose of the Policy

The purpose of this policy is to provide guidance to centre staff and any other relevant individuals on handling possible conflicts of interest that may arise as a result of their roles as Assessors or Internal Quality Assurers. This policy applies to all staff or other individuals whenever they interact or potentially interact with any of the assessment or internal quality assurance functions. The policy includes the

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management of conflicts of interest and the procedures that should be followed and how to handle and disclose potential conflicts of interest.

General Principals

The centre further defines examples of activities where conflicts of interest may occur:

- Where an individual has a position of authority in an organisation which may conflict with the role of the individual in another organisation;
- Where an individual has a personal interest which conflicts with their professional interests;
- Where someone carrying out assessment or internal quality assurance for the centre has a friend or relative who is undertaking an assessment.
- Where the centre develops and follows procedures that conflict with the regulatory responsibilities of the awarding organisation.

All individuals connected to the awarding of qualifications have a responsibility to be aware of potential conflicts of interest and to ensure that any issues are raised appropriately. It is likely that occasional conflicts of interest will occur and in such situations, they should be dealt with in line with this policy to ensure there is no detrimental effect on the quality and integrity of qualifications being offered.

This policy applies to staff and other individuals who interact or potentially interact with the assessment- related work/examinations of the centre. This includes individuals involved with all aspects of devising, setting, marking, administering, invigilating, internally verifying or any other activity connected with the assessment of learners and associated supporting resources and services.

Reporting Procedure

The Head of Centre is responsible for reporting all cases of potential or actual conflict of interest to the relevant Awarding Organisation.

Staff members should sign the Conflict of Interest Declaration Form (Appendix 1) at the start of their role as an Assessor or Internal Quality Assurer and ensure this is updated annually. Individuals must disclose any subsequent changes to their personal Conflict of Interest Declaration as soon as they occur or become aware of any potential or actual conflict. Any changes must be flagged with the Head of Centre.

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Each stage of the procedure will be fully documented, ensuring confidentiality. Records will be kept.

Appendix 1 - Conflict of Interest Declaration

Saracens Foundation must ensure that all the people involved in the assessment process are not responsible for the quality assurance or assessment decisions of a learner in which they have a personal interest. Therefore all staff must declare if:

- they are closely related to, or are teaching/training any learner who is preparing for any form of assessment for a qualification
- they are closely related to any learner whose work they will be internally moderating
- your work for the centre would be affected by a personal interest or personal association in any other way

We have **no** personal interests in the assessment decisions and we accept that we have an ongoing responsibility to declare any changes in our circumstances which could invalidate this declaration.

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Name: Benjamin Lawrence

Signature: 

Date: 01/07/2025

Role: Head of Operations – Saracens Foundation

I _____ can confirm that I have read and understood the policy and will adhere to the necessary reporting requirements of this policy in light of any incidents that I am aware of.

Name _____

Date _____

Signature _____

Appendix 2 - Conflict of Interest log

Date recorded	Staff name & job title(s)	Conflict of Interest (COI)	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected
		<input type="checkbox"/> Centre informed awarding body/bodies of COI	The following is in place (- to ensure the member of centre staff is not solely involved in making assessment decisions for the affected learner for any internally assessed component/unit): <ul style="list-style-type: none"> •
		<input type="checkbox"/> Centre informed awarding body/bodies of COI	<ul style="list-style-type: none"> •

This record 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