

International British Theatre School (IBTS)

Conflict of Interest Policy

Reviewed: 15 November 2025

Next Review Due: 15 November 2026

1. Purpose

This policy sets out how IBTS identifies, manages, records, investigates, and reports Conflicts of Interest to ensure the integrity, fairness and impartiality of all teaching, assessment preparation, and examination processes, including those delivered in partnership with LAMDA.

A *Conflict of Interest* is any situation in which a staff member, contractor, or learner may have competing professional or personal interests that could influence, or appear to influence, assessment outcomes or the administration of examinations.

2. Scope

This policy applies to:

- All IBTS employees, freelancers, visiting practitioners, volunteers, contractors
 - All learners and parents/carers
 - Senior leadership and administrative staff
 - Any person involved in delivering LAMDA-aligned courses, preparation, or examinations
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3. Identifying Potential Conflicts of Interest

How do we work internally to recognise potential Conflicts of Interests?

IBTS identifies potential conflicts of interest through the following processes:

1. **Annual Declaration** – All staff, freelancers and exam-day support personnel complete a yearly Conflict of Interest Declaration identifying:
 - Family or personal relationships with learners
 - Relationships with any LAMDA Examiners
 - External roles (e.g., teaching at another school where learners may be examined)
 - Any financial or organisational interests that might interfere with impartiality
2. **Pre-Examination Checks** – Before each LAMDA exam series:
 - All tutors and administrative staff reconfirm whether they know the assigned Examiner or any learner in a way that may affect objectivity.
 - Learners and parents are asked to notify IBTS of any potential conflict (e.g., a parent who is a LAMDA Examiner).
3. **Staff Training** – All staff receive annual safeguarding and compliance training, which includes detecting and reporting potential conflicts.
4. **Open Reporting Culture** – Staff and learners may raise concerns informally or formally at any time without consequence.

4. Actions to Take if a Staff Member, Team Member, or Learner Knows an Examiner

What action would you take if you, one of your team, or a learner knew an Examiner?

If a prior relationship exists between an IBTS staff member, learner, parent, or contractor and a LAMDA Examiner, IBTS will:

1. **Immediately record the nature of the relationship** (e.g., friend, colleague, former employer, family member, former tutor).
2. **Assess whether the relationship poses a real, potential, or perceived conflict.**

3. **Take appropriate mitigating action**, which may include:

- Requesting LAMDA to allocate a different Examiner
- Changing the examination schedule so the affected learner is examined by another Examiner
- Removing the staff member from any exam-day duties
- Ensuring the individual does not communicate with the Examiner during the assessment process

4. **Inform LAMDA promptly** if the conflict cannot be fully controlled internally.

No staff member or learner may attempt to influence, contact, or privately communicate with a known Examiner before or during the examination period.

5. Internal Recording of Conflicts

How would you internally record it?

IBTS records all conflicts using the following system:

- **Conflict of Interest Register** stored securely in the IBTS compliance drive
- Entries include:
 - Name of individual declaring the conflict
 - Role (staff, contractor, learner, parent)
 - Nature of the conflict
 - Date identified
 - Mitigation steps taken
 - Whether it has been reported to LAMDA
 - Outcome and closure date

All records are held in compliance with UK GDPR and retained for **five years**.

6. Investigating Incidents

How would you investigate incidences?

When a potential or actual conflict is reported, IBTS will:

1. **Acknowledge the report within 48 hours.**
2. **Assign a Compliance Lead** (usually the School Director or Examinations Manager).
3. **Gather evidence**, including:
 - Written statements from involved parties
 - Class records, emails or timetables
 - Any prior declarations
4. **Assess the impact**, determining whether the conflict is:
 - Actual
 - Potential
 - Perceived but manageable
5. **Decide on appropriate action**, documented on the Conflict of Interest Register.
6. **Report to LAMDA** where required (see Section 7).

IBTS aims to conclude investigations within **10 working days**.

7. Reporting a Conflict of Interest (Internal)

Reporting a conflict of interest

Any IBTS staff member, learner or parent must report conflicts via one of the following channels:

- **Email:** compliance@internationalbts.com
- **Direct to the IBTS Director**
- **Via the anonymous reporting form** available on the IBTS website
- **Via exam-day staff** who will record it immediately

Reports may be submitted confidentially.

8. When IBTS Must Report a Conflict to LAMDA

When would you report a Conflict of Interest to LAMDA?

IBTS will notify LAMDA immediately when:

- The conflict cannot be fully managed internally
- An Examiner is known personally or professionally by:
 - An IBTS staff member
 - A learner
 - A parent or carer
- The conflict could compromise the independence, fairness, or integrity of the exam
- The conflict is discovered **after exams have taken place**
- A safeguarding or malpractice concern overlaps with the conflict
- A staff member attempts to influence an Examiner or learner outcome

IBTS follows LAMDA's published policies regarding reporting timeframes.

9. How IBTS Reports a Conflict of Interest to LAMDA

How would you report a conflict of interest?

Conflicts are reported to LAMDA through:

1. **LAMDA's online Conflict of Interest / Malpractice Reporting Form**, or
2. **Email to LAMDA Exams:**
 - **international@lamda.ac.uk**
 - Or any other official channel specified by LAMDA

Reports will include:

- A factual summary of the conflict
- Names and roles of individuals involved (where lawful under GDPR)
- Timeline of events
- Measures IBTS has already taken
- A request for guidance or decision if required

LAMDA's advice and decisions are added to the IBTS Conflict of Interest Register.

10. Review and Monitoring

This policy is reviewed annually or sooner if:

- LAMDA updates its regulations
- IBTS expands operations into new regions
- A significant incident prompts earlier revision