**CONFLICT OF INTEREST POLICY**

2023/24

This policy is reviewed annually to ensure compliance with current regulations

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| Approved/reviewed by |
| Mr Enamul Hoque |
| Date of next review | 15/12/2024 |

**Jamia Islamia Birmingham Conflict of Interest Policy**

Jamia regulatory policies are integral to our approach and articulate in a consistent way how we meet our regulatory requirements. They are reviewed at least annually to ensure that they remain fit for purpose. This policy is about conflict of interest.

Purpose: The purpose of this policy is to protect our integrity as a school. The policy is also designed to protect our staff by providing guidance on handling possible conflicts of interest that may arise as a result of their roles. This policy:  defines what is meant by conflict of interest  sets out the responsibilities for managing conflict of interest at each level in the organisation.

Definition of conflict of interest A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. In the case of an individual, the conflict of interest could compromise or appear to compromise their decisions if it is not properly managed. Conflicts of interest can arise in a variety of circumstances relating to awarding organisation activity, for example:  where the training delivery function and the awarding function rest within one umbrella organisation  when an individual has a position of authority in one organisation that conflicts with his or her interests in another organisation  when an individual has interests that conflict with his or her professional position  where someone works for or carries out work on Jamia’s behalf, but may have personal interests – paid or unpaid – in another business which either uses Jamia products or services, or produces similar products  where someone works for or carries out work on Jamia’s behalf, who has friends or relatives taking Pearson assessments or examinations at Jamia.

As a school, we will  Review our processes annually to ensure that all conflicts of interest or potential conflicts of interest are managed and resolved.  Ensure that the contractual arrangements with our assessment associates clearly set out any obligations on them to manage conflicts of interest arising from other activities that they undertake  Ensure that anyone who has access to confidential assessment material for a qualification is not permitted to deliver or be present at training events on that qualification.  Ensure that all members of staff declare any interest for friends or family sitting upcoming examinations

Responsibilities

The Trust: The ultimate responsibility for the Conflict of interest policy, dissemination of the policy and management of potential and actual conflicts of interest rests with the Jamia Islamia Birmingham Trust.

Senior management Managers in each Division are responsible for communicating the Conflict of Interest Policy to all relevant individuals within their areas of responsibility annually.

Divisional/departmental responsibility of directors and their senior managers 1. All departments are required to review their procedures annually to ensure that they anticipate and manage potential or actual conflicts of interest. 2. Divisional and departmental management meetings are required to give appropriate attention to potential or actual conflicts of interest. 3. Line managers are responsible for ensuring that all new staff receive conflict of interest training. 4. Any potential or actual conflict of interest must be documented within the Division or Department. The line manager must either resolve the issue or, for issues that cannot be resolved at this level, report the issue to their Director and/or the Responsible Officer. All records are required to be available for audit purposes. 5. Individuals within Jamia have responsibility for ensuring that they are familiar with the Conflict of Interest Policy, any guidelines and complete any required conflict of interest training. 6. All individuals will be required annually to read and understand the Conflict of Interest Policy. 7. The most important feature of the policy is the requirement that an individual disclose any activity that might give rise to a potential conflict of interest. If there is any doubt whether or not it represents a conflict of interest report it! 8. The individual and line manager are equally responsible for ensuring that the issue is documented carefully. 9. An individual may wish to raise concerns relating to conflict of interest directly with the Responsible Officer. This may be done in confidence and they are entitled to receive a response to their concerns. It should be noted that individuals are protected under the company’s Whistle Blowing Policy (see Useful Links). 10. Any staff member considering paid or unpaid work outside Jamia should inform their manager if they think there is any potential for a conflict of interest. If the staff member is unsure whether a conflict of interest might arise, they should discuss this with their line manager first. The line manager should contact the headteacher if they need advice on whether a situation presents a conflict and a record should be kept of the discussion. A staff member must not take on any such activities that could be deemed to compete or conflict with Jamia’s activities.