

YOUNG ACTORS ACADEMY

Conflict of Interest Policy

(LAMDA Private Examination Centre)

Version: 1.0

Approved by: Centre Director

Date Approved: February 2026

Next Review Date: February 2027

1. Purpose

Young Actors Academy is committed to ensuring fairness, transparency and integrity in the administration and delivery of LAMDA examinations.

This policy outlines how potential or actual Conflicts of Interest (COIs) are identified, recorded, managed and reported.

2. Scope

This policy applies to:

- Centre Director
- Teaching staff
- Administrative staff
- Contractors
- Learners
- Parents/guardians
- Examination personnel

It applies to all examination sessions delivered across multiple venues.

3. Definition

A Conflict of Interest arises where a personal, financial or professional relationship could compromise, or be perceived to compromise, the integrity or objectivity of the examination process.

Examples include (but are not limited to):

- A personal or family relationship with a LAMDA Examiner
 - A financial or business relationship with an Examiner
 - A Learner related to a staff member
 - A staff member entering their own child for examination
 - Prior close professional collaboration with an assigned Examiner
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4. Identification

The Centre Director requires:

- Annual declaration of potential conflicts from staff
- Pre-examination confirmation that no new conflicts have arisen
- Immediate disclosure if any conflict becomes known

Learners and parents are encouraged to declare any known relationship with an assigned Examiner.

5. Recording

All declared conflicts are recorded in a secure digital **Conflict of Interest Register**, including:

- Nature of the conflict
 - Date identified
 - Risk assessment
 - Mitigation actions
 - Whether reported to LAMDA
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6. Management & Mitigation

Where a potential conflict is identified, the Centre Director will:

- Assess the level of risk
- Reassign administrative duties where necessary
- Ensure separation of roles if required

- Notify LAMDA prior to the examination session where appropriate

No staff member with a declared conflict will influence examination arrangements in a way that compromises fairness.

7. Reporting to LAMDA

The Centre will report a Conflict of Interest to LAMDA where:

- The conflict involves a relationship with an assigned Examiner
- The conflict could reasonably be perceived to affect objectivity
- LAMDA guidance requires notification

Reports will be made in writing via official LAMDA communication channels prior to the examination session wherever possible.

8. Failure to Declare

Failure to declare a known conflict may be treated as maladministration and may result in internal investigation.

9. Record Keeping & Review

All records are stored securely in digital format and reviewed annually.

Data is handled in accordance with the Young Actors Academy Privacy Policy.

This policy is reviewed annually or sooner if awarding body requirements change.