



Footlight Performance Academy Conflict of Interest

Introduction

This document sets out Footlight Performance Academy's policy with respect to the identification, monitoring and management of Conflicts of Interest.

The purpose of this policy is to protect the integrity of Footlight Performance Academy RAD, ISTD and LAMDA Examinations Learners and the parents / guardians of Learners.

Definition of a Conflict of Interest

A conflict of interest is a situation where an individual, or organisation, has competing interests or loyalties.

This means:

- Footlight Performance Academy has a duty to mitigate, as much as possible, the risks associated with situations where conflicts of interest exist, or could exist.
- All individuals connected with Footlight Performance Academy have a duty to report any activity that may be a potential, or actual conflict of interest, or any activity that may be perceived as such.

Examples of Conflicts of Interest (not an exhaustive list)

A member of Footlight Performance Academy staff:

- Has previously worked at a direct competitor.
- Has a member of their family who works or has worked at a recognised Centre or direct competitor.

A student at Footlight Performance Academy:

- Has previously attended classes at a direct competitor.
- Has a member of their family who attends classes at a direct competitor.

The Conflict of Interest Management Process

Footlight Performance Academy will maintain a record of all Conflicts of Interest identified and will ensure that records are reviewed and updated at least annually, however further reviews will take place on an ad-hoc basis where Conflicts are identified in the interim.

All people involved with Footlight Performance Academy have a duty to report any situations that may be considered a Conflict of Interest as soon as they are identified. Reports can be made by emailing: leanne_footlight@icloud.com All reports will be passed to the principal for investigation.

All people involved with Footlight Performance Academy must be transparent about the nature of any potential or actual conflicts of interest and should not try to hide them or present them in a better light.

If there is any doubt as to whether a situation could be perceived as a conflict of interest, contact the principal, who will act in confidence and provide support.

When a potential or actual conflict of interest is identified, the principal will ensure that the situation is investigated, and appropriate and reasonable measures are taken to mitigate the risks.