



# **Conflict of Interests Policy**

**Park Community School**

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**CONFLICT OF INTERESTS POLICY**

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Centre name	Park Community School
Centre number	58705
Date policy first created	06/06/2024
Policy approved by Governors	19/06/2024
Date of next review	June 2025

**Key staff involved in the policy**

<b>Role</b>	<b>Name</b>
Head of centre	Mr Christopher Anders
Senior leader(s)	Mr Andrew Rose
Exams officer	Mr Leroy Persue
Other staff (if applicable)	Mrs Helen Patis

This policy is reviewed and updated annually to ensure that conflicts of interest at Park Community School are managed in accordance with current requirements and regulations.

Reference in the policy to **GR** relates to relevant sections of the current JCQ publication **General Regulations for Approved Centres**.

### Introduction

It is the responsibility of the Head of Centre to ensure that Park Community School has a written Conflict of Interests Policy in place available for inspection. This policy confirms that Park Community School:

Manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series, of:

- any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
- any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units **and**

maintains clear records of **all instances** where:

- exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres
- centre staff are taking qualifications at their own centre which do not include internally assessed components/units
- centre staff are taking qualifications at other centres (GR 5.3)

### Purpose of the policy

The purpose of this policy is to confirm how Park Community School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

### General principles

A process is in place to collect a declaration of staff interests (staff with children in the school or of an age to be taking GCSE exams) from all centre staff to identify and manage any potential conflict of interests.

### Declaration process

The Exams Officer conducts a survey of all staff to determine if they have any potential conflict of interest. Staff are required to provide details of family links with any child (son or daughter, step-child, or guardianship) who is due to take GCSE qualifications during that academic year. Staff who declare an interest are further required to list the qualifications that will be undertaken by the declared child.

### Managing conflicts of interest

A conflict of interests log is maintained by the Exams Officer. This details: the name of the member of staff, the nature of the link with the child and the qualifications and exam boards that the child will study during the remainder of the year.

### Additional information:

The Exams Officer must decide if there is any action to be taken as a result of any conflict of interest and determine if any action needs to be taken to protect both the member of staff and the child from accusations of malpractice.

## Roles and responsibilities

### The role of the Head of Centre

- Ensure conflicts of interest are managed according to the requirements (GR 5.3)
- Ensure clear records are maintained and that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected (GR 5.3)
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)
- Ensure the records are 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 (GR 5.3).
- Ensure that entering members of centre staff for qualifications at this centre is as a last resort in cases where the member of centre staff is unable to find another centre
- Ensure that proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials
- Ensure that during the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment (GR 5.3)

Additional responsibilities:

### The role of the Exams Office/Officer

- Ensure the process for collecting declarations of interest is undertaken.

Identify and follow the awarding body's administrative process for submitting details of members of staff who are:

- Taking qualifications which include internally assessed components/units at their own centre
- Teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units (GR 5.3)
- Retain the records of the measures taken to mitigate any potential risk to the integrity of the qualifications affected until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later (GR 5.3)

Additional responsibilities:

The Data and Exams Manager is responsible for overseeing that the process is completed.