

Chace Community School

Conflict of Interest policy

2025/26



This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Tanya Douglas/Carly Lynch	
Date of next review	September 2026

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Centre Name	Chace Community School
Centre Number	12510
Date policy first created	10/09/2024
Current policy approved by	Tanya Douglas
Current policy reviewed by	Carly Lynch
Date of next review	10/09/2026

Key staff involved in the policy

Role	Name
Head of Centre	Tanya Douglas
Senior leader(s)	Natalie Slade / Krysia Sosin / Carly Lynch / Amanda Roper / Alex Greig / Gamze Sahin / Barbara Terziyski
Exams officer	Julia Cousins
Other staff (if applicable)	Julie Marshall

This policy is reviewed and updated annually to ensure that conflicts of interest at Chace 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 Chace Community School has a written conflicts of interest policy in place available for inspection. This policy confirms that Chace Community School:

- Manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series, of: 2025/2026.
- 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 Chace Community School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to notify every member of staff that they must sign a Declaration of Interest form from all Centre staff to identify and manage any potential conflict of interest..

Declaration process

A declaration of interest email is sent from the EO to all Centre staff explaining why this is done with the form attached. All staff will return either electronically or hard copy sign and EO will collect in order to identify any potential conflicts and archive these for future inspection. EO will remind colleagues if EO didn't receive their form either by email or in person.

Managing conflicts of interest

EO will log anything that has been mentioned by members of staff, except "I don't have anything to declare", and specify what measures and/or protocols will be taken to mitigate any potential risk to the integrity of the examinations

Additional information:

EO will share the conclusions with the respective exam boards and where there is a protocol to follow, the members of staff involved will sign the record as well as the Head of the Centre.

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)

EO to keep all records in the Declaration of Interest folder.

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)

Changes 2025/2026

Reference added to the requirement for a conflicts of interest policy to be in place available for inspection (as detailed in JCQ's **General Regulations for Approved Centres**, section 5.3z).