HAGLEY CATHOLIC HIGH SCHOOL

SEMPER FIDELIS

Conflict of InterestPolicy

Version	3
Date created/updated	Autumn 2025
Ratified by	Local Governing Body
Date ratified	02/12/2025
Date issued	03/12/2025
Policy review date	Autumn 2026
Post holder responsible	Exams Officer
Director / LGB Chairperson	Mr G Taylor Smith

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Conflicts of Interest Policy has been approved and adopted by Hagley Catholic High School Governing Body on the 2nd December 2025 and will be reviewed in Autumn 2026.

Signed by LGB representative for Hagley Catholic High School:

G Taylor Smith

Signed by Principal:

J Hodgson

Summary of changes

No changes are applicable to this policy

Introduction

It is the responsibility of the head of centre to ensure that Hagley Catholic High School has a written conflicts of interest policy in place available for inspection that must be reviewed and updated annually. This policy confirms that Hagley Catholic High 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 internal 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 Hagley Catholic High School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to collect any declarations of interest from all centre staff to identify and manage any potential conflicts of interest.

Declaration process

A Microsoft office questionnaire form is created and sent to all members of staff during September/October. Replies are centrally recorded, by the exams office and missing responses

chased up. All invigilators complete a hard copy of the Hagley Catholic High School declaration of Interest form.

Managing conflicts of interest

A conflict of interest log is maintained and any potential conflict declared by centre staff is recorded on the log.

The relevant awarding bodies are informed (where required by the nature of the conflict) of specific conflicts of interest before the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process.

The measures taken to mitigate any potential risk to the integrity of the qualifications are recorded on the log and the affected member of staff is informed of these measures.

Additional information:

All exam staff and invigilators at Hagley Catholic High School are asked to complete a hard copy of the declaration of interest form at the beginning of each academic year.

Roles and responsibilities

The role of the Head of Centre

- Ensure conflicts of interest are managed according to the requirements (GR 5.3)
- Ensure internal 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)

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 2024/2025

Under heading Introduction - that must be reviewed and updated annually **added**

Under heading Introduction reference to `clear records' changed to internal records to reflect the change in GR 5.3j).

Under Declaration Process - All invigilators complete a hard copy of the Hagley Catholic High School declaration of Interest form.

Under Managing Conflicts of Interest - by identifying and following the individual awarding body's administrative process **added**.