WEST HATCH HIGH SCHOOL

THE BEST THAT I CAN BE

Conflicts of Interest

Policy Date	September 2026
Policy to be reviewed	September 2027
Signed by the Headteacher	

WEST HATCH HIGH SCHOOL

Key Staff involved in the procedure

Role	Name(s)
Head of Centre	Mrs Victoria Schaefer
Exams Manager / Deputy Headteacher	Mrs Natalie Steadman
Examinations Officer	Mrs Debora Platman and Mrs Gill Newton

Centre name: West Hatch High School
Centre number: 16807

This policy is reviewed and updated annually to ensure that conflicts of interest at West Hatch High School are managed in accordance with current requirements and regulations. Reference in the policy to GR relates to relevant sections of the current JCQ document General Regulations for Approved Centres

Introduction
It is the responsibility of the head of centre to ensure that West Hatch High School has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that West Hatch 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:
- centre staff are taking qualifications at other centres (GR 5.3) 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

Purpose of the policy
The purpose of this policy is to confirm how West Hatch 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 conflict of interests in the school from all centre staff and to identify and manage those recorded of interest

Declaration process
We issue a Microsoft form to confirm if applicable any staff member and attach the Declaration of interest form for them to complete and return by a specified date.

Managing conflicts of interest
On the identification of staff members of concern, they will be recorded on the log and where necessary reported to the Examination Board prior to any assessment taking place.

Additional information:

Roles and responsibilities
The role of the head of centre is to ensure:
- conflicts of interest are managed according to the requirements in General Regulations for Approved Centres (5.3)
- 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
- the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff
- 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
- 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
- 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

- 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
- Additional responsibilities:
- Declarations are recorded on the log for referral and reference when needed and retained by the Exams Officer.

The role of the exams office/officer: To ensure the process for collecting declarations of interest is undertaken.

- to 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
- To 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
- Additional responsibilities