

Lacon Childe School

Conflict of Interest Policy

Version Control Policy author: Claudia Marsden-Smedley
Policy approved by: Headteacher
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Version	Date	Details
1.0	September 2024	Policy creation

Conflict of Interest Examinations

This guidance will be reviewed and updated annually in line with the JCQ General Regulations and Instructions for Conducting Examinations. Ensuring each Centre details how interests in relation to examinations will be collected, how conflicts will be managed and how staff will be informed of any actions if a conflict should occur.

Conflict of interest is defined as:

- 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 stepfamily, 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.
- Exams office staff that have members of their family (which includes stepfamily, 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 or other centres.
- Centre staff taking qualifications at their own Centre that do not include internally assessed components/units.
- Centre staff taking qualifications at other centres. (JCQ, General Regulations, 5.3 j)

Collection of information and actions by the Centre

Annually all staff will declare their interest by October half term. The information will be collated by the examinations officer who will highlight any conflicts.

Once identified the examinations officer will inform the relevant awarding bodies if required by the General regulations. All conflicts including those that do not need to be reported directly to awarding bodies will be collated and Centre actions will be agreed to mitigate any potential risk. These actions will be signed by the Centre staff involved and a copy will be retained by the Head of Centre and the Examinations Officer.

The following pupils have contacts within the school, there is no conflict of interest as none are taught by, or work with their family member:

- Max Allen Guardian: Ruth Allen, Executive Headteacher
- Harry Hall Guardian: Kirsty Hall, Catering
- Cody Hassan Guardian: Lee Hassan, Sports Centre
- James Hunt Guardian: Vicky Ray, Governor
- Ruby Jones Guardian: Katie Jones, CEO
- Louisa McDonald Guardian: Elly McDonald, Governor
- Thomas Sherrey Guardian: Martin Sherry, Estates
- Betty Taylor Guardian: Amber Taylor, Deputy SENCo