



LACON CHILDE SCHOOL

EXAMINATIONS POLICY – CONFLICT OF INTEREST

DATE POLICY WAS APPROVED	16.12.2025
DATE POLICY WILL BE REVIEWED	Autumm 2026
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	Exam Co-Ordinator



Key Definitions

All policies incorporate the following schools or organisations, unless specified otherwise, within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire, and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this policy the term:

“CEO” includes the Chief Executive Officer

“CFOO” includes the Chief Financial Officer

“Trust Senior Leadership Team” includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

“Headteacher” includes the appropriate School Headteacher.

“Trustees or Trust Board” are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

“Local Academy Boards (LAB)” are appointed Governors at a local level associated with the Trust's Worcestershire Schools. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

“Local Governing Bodies (LGB)” are appointed Governors at a local level associated with the Trust's Shropshire Schools. LGB Governors are advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

“Chair” responsible for leading the board and ensuring its effectiveness.

“Stakeholders” are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

Examinations Policy – Conflicts of Interest

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.

A 'Conflict of Interest' is defined as:

- Any members of Centre staff who are taking qualifications at their own Centre including 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 & 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