



2023  
2024

Policy adopted: 1<sup>st</sup> September 2023

Last review date: 1<sup>st</sup> September 2023

Signed by: Mrs K. Phillips

Position: Senior Deputy Headteacher

A white rectangular box containing a handwritten signature in black ink that reads "K. Phillips".

# CONFLICT OF INTEREST POLICY



Saint John Henry

# Newman Catholic College

**LOVE** ONE ANOTHER

**SERVICE** TO LOVE YOUR NEIGHBOUR AS YOURSELF

**COURAGE** TO DO THE RIGHT THING

**DIGNITY** TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

**EXCELLENCE THROUGH LEARNING**

“We strive to have the courage to celebrate  
and live our Christian Faith,  
in love and service to all others,  
to achieve dignity and excellence”

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

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## Key staff involved in the conflict-of-interest policy

Role	Name(s)
Head of Centre	<b>G R Potts</b>
Senior Leader(s)	<b>D Maxwell</b>
Exams Officer	<b>T Burlison</b>
Other staff (if applicable)	<b>C Riley</b>

This policy is reviewed and updated annually to ensure that conflicts of interest at Saint John Henry Newman Catholic College 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 Newman Catholic College has a written conflicts of interest policy in place available for inspection. This policy confirms that Newman Catholic College:

Manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series, of:

1. any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
2. 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:

1. 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
2. centre staff are taking qualifications at their own centre which do not include internally assessed components/units
3. centre staff are taking qualifications at other centres (GR 5.3)

### Purpose of the policy

The purpose of this policy is to confirm how Newman Catholic College manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

### General principles

A process is in place where a Microsoft Form (MS) is produced, outlining the necessary points regarding conflict of interests which is submitted by all centre staff to the Exams Officer.

### Declaration process

All responses are collated from a MS form sent to all centre staff.

## Managing conflicts of interest

A conflicts of interest log is maintained, and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding body/bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations before the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process. The agreed measures/protocols taken/put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols.

## 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)

Additional responsibilities:

### 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:
  1. Taking qualifications which include internally assessed components/units at their own centre
  2. 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)
- Additional responsibilities: Changes 2023/2024 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). Centre-specific change

<b><u>Signed by Head of Centre:</u></b>		<b><u>Date:</u></b> 22.09.23
<b><u>Signed by Examinations Officer:</u></b>	T. Burisoni	<b><u>Date:</u></b> 22.09.23

*Renewal Date: September 2024*



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