



Chipping Sodbury School

Conflicts of Interest Policy

Approved by	CSS Governors
Approved on	20 th January 2026
Review date	January 2027
Linked policies	

This policy is reviewed and updated annually to ensure that conflicts of interest at Chipping Sodbury School are managed in accordance with current requirements and regulations.

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Introduction

It is the responsibility of the head of centre to ensure that Chipping Sodbury School has a written conflicts of interest policy in place available for inspection.

This policy confirms that Chipping Sodbury 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 clear 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 centre.

Purpose of the policy

The purpose of this policy is to confirm how Chipping Sodbury School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to collect declaration from all staff to identify and manage conflict of interest.

Declaration process

Information is gathered by SLT through the internal 'cycle meeting' line management structure. If there is a conflict on interest, exam officer is being informed. Exams Officer also sends an 'All Staff' email at the beginning of academic year and gathers the responses from staff.

Managing conflicts of interest

A conflict of interest log is kept in Exams office. The relevant awarding bodies are informed.

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

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.

Changes 2025/2026

- In terms of JCQ regulations for 2025/2026, no changes are applicable to this policy.
- Wording changes in Declaration process – added some information
- Formatting changes in Roles and responsibilities