



WESTON FAVELL
ACADEMY

Conflict of Interest Policy

Weston Favell Academy

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Centre Name	Weston Favell Academy
Centre Number	27248
Date policy first created	31/10/2023
Current policy approved by	Todd Johnson
Current policy reviewed by	Lynne Freeland
Date of next review	01/02/2024

Key staff involved in the policy

Role	Name
Head of Centre	Todd Johnson
Senior leader(s)	Ian Craig - Deputy Principal
Exams officer	Lynne Freeland
Other staff (if applicable)	Stuart Last - Senior Assistant Principal

This policy is reviewed and updated annually to ensure that conflicts of interest at Weston Favell Academy 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 Weston Favell Academy has a written conflicts of interest policy in place available for inspection. This policy confirms that Weston Favell Academy:

- 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 centres (GR 5.3)

Purpose of the policy

The purpose of this policy is to confirm how Weston Favell Academy 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 interest information and to mitigate any known risks, informing the exam board of conflicts of interest where the stated criteria is met. from All WFA staff including the Invigilation team. to Identify and manage any conflicts of interest..

Declaration process

An online form is distributed to all staff (including Invigilators) during October of each year via email containing statements to collect conflict of interest information from all staff. Responses are requested before the first real November and Summer exams commence.

Managing conflicts of interest

A conflict of interest spreadsheet is produced from staff responses and any potential conflicts are centrally recorded. A conflicts log is created and internal and external mitigations documented and signed off by the Principal. The relevant awarding bodies are informed, where necessary of specific conflicts of interest and the mitigations necessary to manage or remove the risk. The conflict of interest mitigations are then shared with the member of staff who signs the log to show that they understand how the conflict is to be handled/managed.

Additional information:

N/A

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:

N/A

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:
 - 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 (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:

N/A

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 changes