



GUISELEY SCHOOL

Conflicts of Interests Policy

Approved on:	November 2024
Last Reviewed:	n/a
Review Date:	January 2026
Governors' Committee:	Curriculum, Standards and Effectiveness
Responsible Officer:	Deputy Headteacher – Curriculum

Key staff involved in the policy.

Role	Name(s)
Head of Centre	Paul Clayton Head teacher
Deputy Head	Steve Vasey Director Exams & Assessment
Exams Officer	Ray Allen Exams Officer
Senior leader(s)	R Wood Deputy Head Teacher, K Cook Assistant Head, C McGirr Assistant Head, R Probert Assistant Head, H Ogden Director of Sixth Form
IT manager	Andrew Mathieson Network Manager

Purpose of the policy

As a registered exam centre, Guiseley School is to take all reasonable steps to ensure that any conflicts of interest in relation to the delivery and awarding of examinations/assessments are identified, recorded and managed effectively.

A conflict of interest occurs where any member of staff who has access to privileged information, or is responsible for making decisions about assessment outcomes, could, potentially, use that information, or their position, to give an unfair advantage to students with whom they have a relationship and who are entered for an examination/assessment at the centre or any other centre. A potential conflict of interest also occurs where a member of centre staff is entered for an examination/assessment.

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

General Principles

A process is in place to collect any declarations of interest, including those relating to relationships with students outside of school, from all centre staff to enable the centre to identify and manage any potential conflicts of interest.

Declaration process

An electronic form is used to collect declarations of interest and this is sent to staff in the autumn term of each year. This information is reviewed by the Deputy Headteacher with responsibility for exams and the Exams Officer.

Managing conflicts of interest

A log of conflicts of interest is maintained and any potential conflict declared by centre staff is centrally recorded on this.

The relevant awarding body/bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations by 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 is to ensure that, in line with Section 5.3j of the General Regulations for Approved Centres:

- conflicts of interest are managed according to the requirements;
- 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;

- 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;
- 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;
- 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; and
- 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 Officer is to, in line with Section 5.3j of the General Regulations for Approved Centres:

- ensure that 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; and/or
 - 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
- 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

Appendix 1: Staff Declaration of Interests (Examinations) Template

Name of member of staff

Click or tap here to enter text.

Are you taking any qualifications, or planning to take any GCSE or A-level qualifications, at Guiseley School or another school/exam centre during the coming academic year?

Yes

No

If yes, please provide details of the qualification(s) and confirm the exam centre being used

Are you teaching and/or preparing members of your family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for GCSE or A-level qualifications that include internally assessed components or units during the coming academic year?

Yes

No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you tutoring (paid or unpaid) a student at either Guiseley School or another school/exam centre for GCSE or A-level qualifications that include internally assessed components or units during the coming academic year?

Yes

No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you a member of exams office staff and have a member/members of your family (including stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for GCSE or A-level exams at either Guiseley School or another school/exam centre?

Yes

No

If yes, please provide details, including the qualifications being studied and exam boards:

Declaration: I understand that, by returning this declaration, I am confirming that the information above is complete and correct to the best of my knowledge and belief. I undertake to keep this declaration up to date while I hold any position that requires it, and to renew it each year.

Signature: Date:

Appendix 2: Relationships with Students Outside of Work Declaration template (taken from the Code of Conduct)

It is recognised that there may be circumstances whereby employees of the school are known to pupils outside of work.

Staff must declare any relationship outside of the school that they may have with students.

Employee Name	Student Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of the school with pupils in line with this policy.

If I am tutoring a pupil outside of the school, I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable – this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- no monies come through the school at any point, either informally (e.g. via the pupil) or formally
- no private tutoring has/will take place on the school premises. I confirm that if these circumstances change at any time, I will complete a new form to ensure the school are aware of any relationships.

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Full Name

Current Position

Signed by _____ Date _____ O

Once completed, signed and dated, please return this form to the Exams Officer Guiseley School

Policy title	Escalation Policy (Exams)
Person responsible for carrying out the assessment	Ray Allen Exams Officer
New or previously approved policy?	Previously approved policy
Date of approval / last review (if known)	Not applicable

EQUALITY REVIEW – POLICY IMPACT STATEMENT

Step 1- Further information

Step 2 – Further information

1. Who is responsible for the policy that is being assessed?	Mr Steve Vasey Director Exams & Assessments Mr R J Allen Exams Exam’s Officer
2. Describe the main aims, objectives, and purpose of the policy	This policy details how Guiseley School will manage conflicts of interest by informing the awarding bodies of those that may exist before the published deadline for entries for each examination series.
3. Are there associated objectives of the policy? If so, please explain.	Clarifies for centre staff when and where a conflict of interest may exist. Establishes that clear records of all instances where a conflict of interest may exist are maintained. Sets out a process to collect declarations of interest including relationships with students outside of the Centre from all staff to enable the centre to identify and manage any potential conflict of interest. See JCQ General Regulations for Approved Centres Section 5.3j

4. Who is expected to benefit from this policy?	Exam candidates, parents/carers and all relevant Centre Staff.
5. Who was consulted on this policy?	The Joint Council for Qualifications Relevant Examination Boards: AQA; Pearson Edexcel; OCR and WJEC. The Exams Office www.theexamsoffice.org Guiseley School Senior Leaders
6. How has the policy been explained to those who would be directly or indirectly affected by it?	Conflict of Interests Policy will be notified to Senior Leaders; all staff, invigilators, parents/carers, and students via the Guiseley School website.
7. What outcome(s) are meant to be achieved from this policy?	To ensure “the integrity & security of the examination/assessment system is maintained at all times and is not brought into disrepute”. To indicate to all Centre Staff delivering or taking examinations/assessments where potential conflicts of interest may exist. Details how these are to be informed to the Head of Centre, and how conflicts of interest will be recorded and managed effectively.
8. What factors could contribute to the outcome(s)?	An effective; efficient management and administration of potential conflicts of interest and maintaining a Centre record by the Exams Officer & supported by Senior Leadership & Teaching staff at Guiseley School.
9. What factors could detract from the outcome(s)?	Failure to read, understand and observe the processes set out in this exams policy.

Step 3 – Assess the impact on different groups of people.

Equality Target Group	Positive impact	Negative impact	Neutral impact	Reasons / comments
Men	Yes			
Women	Yes			
People from black and minority ethnic communities	Yes			
Disabled people	Yes			Policy significantly relevant.
Gay, Lesbian and Bisexual People	Yes			
Transgender people	Yes			

Disadvantaged / Pupil Premium Students	Yes			
Older people (50+)	Yes			
Younger people (17 – 25)	Yes			
Faith or belief groups	Yes			

Step 4 - Promoting equality.

10. Please give a brief description of how this policy promotes equality.	The promotion of SMSC includes equality of rights, equality of opportunity and valuing race equality.
11. If there is no evidence that the policy promotes equality, what changes, if any, could be made to achieve this?	n/a
12. If there is a negative impact on any equality target groups, can this impact be legally and objectively justified? <i>(If no, then a full Equality Impact Assessment should be completed).</i>	n/a

Step 5 – Recommendation

13. Is a full Equality Impact Assessment required?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
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