



**Stone Lodge School**

**Stone Lodge Therapeutic School  
Exams Department  
Conflict of Interest Policy**

Approved by: Ollie  
Sharp

Date: 12/12/24

Last reviewed on: 05/12/2025

Reviewed by: S Hilton

Next review due by: Dec 25

Stone Lodge Therapeutic School is required to have in place a Conflict of Interest Policy that enabled us to identify, manage and mitigate any potential conflicts of interest. All staff and other individuals have a responsibility to be aware of the potential for any conflict of interest.

The purpose of this policy is to protect our integrity as a school and the integrity of our qualifications. The policy is also designed to protect our staff by providing guidance on handling possible conflicts of interest that may arise because of the school's role in delivering courses.

This policy:

- Defines what is meant by conflict of interest
- Describes the role of conflict of interest in the context of working with, or for, an awarding organisation
- Sets out the responsibilities for managing conflict of interest at each level of the organisation

### **Scope of policy**

This policy applies to all staff and other individuals who interact or potentially interact with the work of the awarding organisation. This includes individuals involved with any aspects of the creation, marketing, sales, distribution, marking or any other activity connected with qualifications, tests and assessments, and supporting resources and services.

The individuals falling within the scope of this policy include all staff employed by the school on a full time, part time or casual basis.

### **Definition of Conflict of Interest**

A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. In the case of an individual, the conflict of interest could compromise or appear to compromise their decisions if it is not properly managed.

Conflicts of interest can arise in a variety of circumstances for example:

- When an individual has a position of authority in one organisation that conflicts with his or her interests in another organisation.
- When an individual has interests that conflict with his or her professional position.
- Where someone works or carries out work on the schools' behalf, who has friends or relatives taking assessments or examinations.

The Joint Council for Qualifications (JCQ) has specific requirements regarding potential conflicts of interest relating to examinations.

The awarding bodies are required by the qualification regulators to ensure that any conflict of interest in relation to the design, delivery and awarding of examinations/assessments is identified, recorded and managed effectively. In turn, centres are required to take all reasonable steps to ensure that the awarding bodies are able to comply with this regulatory condition.

## **What is a Conflict of Interest?**

In this context, a Conflict of Interest occurs where:

- Any member of centre staff who are taking qualifications at their own centre which include internally assessed components/units
- Any member 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; and maintains clear records of all instances where:
- Exams office staff 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 itself or other centres;
- Centre staff are taking qualifications at their centre which do not include internally assessed components/units
- Centre staff are taking qualifications at other centres.

## **Who are 'related people'?**

'Related People' are those with whom the member of staff has a close relationship. It would certainly include spouses, children, and siblings, but would also include close friends, relatives and members of the household where there is regular contact, such that privileged information might be shared inappropriately. A step-relative, cousin, niece etc., would count if the contact with the person was close and frequent.

## **Principles**

The school will:

- Review its processes annually to ensure that all conflicts of interest or potential conflicts of interest are managed and resolved.
- Ensure that anyone who has access to confidential assessment material for a qualification understands the confidential nature of the content
- Ensure that all members of staff declare any interest in friends or family sitting examinations.

## **Responsibilities**

Leaders in each department are responsible for communicating the Conflict of Interest policy to all relevant individuals within their areas of responsibility annually.

All departments are required to review their procedures annually to ensure that they anticipate and manage potential or actual conflicts of interest.

Line managers are responsible for ensuring that all new staff receive conflict of interest information.

Any potential or actual conflict of interest must be declared to, and actioned by the Exams Officer.

The Exams Office will ensure that all JCQ requirements are adhered to and will maintain appropriate records.

The most important feature of the policy is the requirement that an individual disclose any activity that might give rise to potential conflict of interest. If there is any doubt whether it represents a conflict of interest it should be reported.

Prior to each examination series it is the responsibility of all staff to inform the Exams Officer of any candidates being entered for its examination at the school and at any other examination centre who are family members, other relatives or friends.

## **Procedure**

The Exams Officer will send out the conflict of interest declaration form to all members of staff and put into action any measures/protocols that need to be put into place to mitigate any potential risk so that the integrity of the qualification is maintained. A record will be kept and updated after each exam series.

## DECLARATION OF INTEREST FORM 2024/25

To comply with the regulations, the centre is required to manage conflicts of interest and inform the relevant awarding body/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

To ensure compliance, you must declare (by ticking) any of the statements that apply to you and complete the required information in the white boxes.

Your name		Your job title(s)/role(s)	
Subject(s) you teach (if applicable to your role)			

Please tick any statement/statements that applies/apply to you and complete the required information (or will apply to you during the **2022/23** academic year)

- I am taking a qualification(s) at this centre which includes an internally assessed component/unit

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)
Steps I have taken to seek an alternative centre at which to take the qualification(s)			

- I am teaching/mentoring and preparing a member of my family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for a

qualification(s) which includes an internally assessed component/unit. (Entry Levels, GCSE English, A Level science)

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Candidate number		Relationship to me	
Qualification(s) being taught and prepared for	Awarding body	Qualification type	Specification (Subject)

- I am a member of exams office staff and have a member of my 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 at this centre or another centre

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Where the candidate is being entered		<input type="checkbox"/> This centre <input type="checkbox"/> Another entering centre (tick box as applies)	
Candidate number (if this centre)		Relationship to me	
Entering centre name (if not this centre)		Entering centre number (if known)	

- I am taking a qualification at this centre which does not include internally assessed components/units
- I am taking a qualification at another centre

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)	Exam series
Entering centre name			Entering centre number (if known)	

- I have none of the above statements to declare

Date declaration(s) made:

Signature to confirm declaration(s):

This completed form (including date and signature) must be returned to [insert] by [insert]

The declaration(s) you have provided will be used to inform the relevant awarding body/bodies (where required) and to record details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. You will be informed if/where any measures or protocols put in place directly affect you.

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FOR HEAD OF CENTRE/EXAMS OFFICER USE ONLY

Date	Action
	Completed Declaration form received
	Declaration(s) recorded on Conflicts of Interest (COI) log
	Awarding body/bodies informed of specific COI (where applicable)
	Staff member informed of measures/protocols in place to manage the risk represented by the COI