

Conflict of Interest Policy

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The St Thomas More Mission:

We the St Thomas More family, 'aspire not to have more but be more'.

We aspire not to have the world but be more for the world.

#BeMore

We are **A**uthentic we seek to find our true vocation and who we really are

We are **S**acred we are loved and made in the image of God

We are **P**assionate we strive to grow and be our best selves

We are **I**nspirational what we do here can help us change the world

We are **R**esilient for our greatest learning comes when we make mistakes

We are **E**mpathetic we are called to care for all in our community and the world

Conflict of Interest Policy

Purpose of the policy

The purpose of this policy is to provide guidance on 'conflicts of interest' at St Thomas More. Any assessor or other member of staff involved in any way with internal assessments or exam processes must declare any conflict(s) of interest in this regard.

This policy applies to all staff and other individuals who interact with the work of the exam boards including teaching and marking.

Definition of conflict of interest

Examples of conflicts of interest include:

- A candidate being taught and prepared for any qualification (including internally assessed components/units by a member of staff with a personal connection to the candidate)
- A member of exams office staff with a personal connection to a candidate being entered for exams at the centre
- A member of staff taking a qualification at another centre

1. St Thomas More's management of conflict of interest

St Thomas More complies with the JCQ and other awarding bodies conflict of interest regulations by:

- Ensuring the relevant awarding bodies are informed of any conflict of interest
- Requiring staff to sign a *Declaration of Interest* form for any student who is a close friend or relative as the student starts GCSE/vocational courses and then before the published deadline for entries for each examination series
- Recording a list of staff who have a conflict of interest and sharing that with Heads of Department/Quality Nominee so that they are aware and can take necessary action to mitigate
- Maintaining records that confirm the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Ensuring other relevant centre staff, where they may be involved in the receipt and dispatch of confidential exam materials, are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials.

2. Responsibilities

All staff have responsibility for ensuring that they are familiar with the Conflict of Interest policy and guidelines. Staff are required to make a declaration as soon as they become aware of a potential conflict.

3. Making a declaration

All staff who identify that they potentially have a conflict of interest are required to sign a Centre Staff Declaration Form. These forms and a list of all staff involved are kept in a folder in the Exams Office. Declarations are treated confidentially within the bounds of what is required to be reported to the awarding bodies.

4. Action following a declaration

Depending on the nature of the declaration, (i) a report is made to the relevant awarding body and/or (ii) a log is kept of any action taken to mitigate risk. The individual concerned and Exams Officer are equally responsible for ensuring that the issue is documented carefully.

Clear records are kept which include details of measures taken to mitigate any potential risk to the integrity of the qualifications involved. Heads of Department/Quality Nominee are informed of any potential conflict of interest within their department. Records are held in the Exams Office to be available for inspection by JCQ inspectors and/or awarding body staff if required, or if they are requested should concerns be reported to an awarding body. They 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.

Ultimate responsibility for the Conflict of Interest policy, dissemination of the policy and management of potential and actual conflicts of interest rests with the Head of Centre.