



The Redhill Academy

POLICY FOR CONFLICTS OF INTEREST

Approving Body	Head Teacher or delegate
Date Approved	February 2025
Version	V0.2
Supersedes Version	
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Legislation	JCQ Regulations
Further information/Guidance	JCQ General Regulations

Introduction

It is the responsibility of the head of centre to ensure that The Redhill Academy has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that The Redhill 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 internal 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 The Redhill Academy manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to collect any declaration of interest from all centre staff to identify and manage any potential conflicts of interest.

Declaration process

A declaration of interest request is shared with all staff by email. They are asked to make the Exams officer aware if:

- a) they are taking any Level 1, 2 or 3 qualifications either at Redhill Academy or another centre.
- b) they are teaching and preparing members of their family (which includes step-family and foster family) or close friends and their immediate family for any qualifications which include internally assessed components.

- c) they have family members or close friends who are being entered for examinations or assessments either at Redhill Academy or another centre and their role may involve supporting students through exam invigilation.

This will be collected each year in October.

Managing conflicts of interest

A conflicts of interest log is maintained, and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding body is informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations before the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process. The agreed measures/protocols 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:

- conflicts of interest are managed according to the requirements (GR 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 (GR 5.3)
- the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)
- 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)
- 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 (GR 5.3)

- Ensure that centre staff are aware of the requirement to declare any interest.

The role of the exams officer is to:

- 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)