

# **Conflict of Interest Policy**

Holland Park School

## Conflict of Interest Policy

Centre name	Holland Park School
Centre number	10132
Date policy first created	23/09/2024
Current policy approved by	TBC
Current policy reviewed by	Olivia Hill
Date of review	23/09/2025
Date of next review	15/09/2026

## Key staff involved in the policy

Role	Name
Head of centre	Dame Sally Coates
Senior leader(s)	Olivia Hill Faye Mulholland
Exams officer	Olivia Hill
Other staff (if applicable)	Sahar Heydariyan

This policy is reviewed and updated annually to ensure that conflicts of interest at Holland Park School are managed in accordance with current requirements and regulations.

Reference in the policy to **GR** relates to relevant sections of the current JCQ document **General Regulations for Approved Centres**.

## Introduction

It is the responsibility of the head of centre to ensure that Holland Park School has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that Holland Park School:

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 Holland Park 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 from all centre staff to identify and manage any potential conflicts of interest

## Declaration process

An electronic conflict of interest form will be emailed out from Olivia Hill to all centre staff in December of each academic year. Any member of centre staff who may think they have a conflict of interest must complete this form. All responses will go directly to Olivia Hill.

## Managing conflicts of interest

The Centre will maintain a log of all completed forms and, where a conflict of interest is identified by the exams officer or senior leaders, this will be reported to the appropriate Awarding Body by their deadlines and in line with their processes before the exam entry deadline.

**Additional information:**

## Roles and responsibilities

**The role of the head of centre** is to ensure:

- conflicts of interest are managed according to the requirements in *General Regulations for Approved Centres* (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

- 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
- 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

Additional responsibilities:

All centre staff will be made aware of the requirement to declare any conflicts of interest through the staff bulletin (in writing) and verbally, through staff briefings in the Autumn Term of each year. This is the responsibility of the Head of Centre.

#### **The role of the exams office/officer**

To ensure the process for collecting declarations of interest is undertaken.

To 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

To 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.

Additional responsibilities:

## **Changes 2025/2026**

In terms of JCQ regulations for 2025/2026, no changes are applicable to this policy.

(Updated) The **General principles** section content has been reformatted and will require the user to edit and repopulate this section.

## **Centre-specific changes**

The exams officer will keep internal records of all centre staff returns and ensure there is a clear, written record of any mitigation arrangements that might need to be affected in the case of a conflict of interest.