



The Priory School of Our Lady Of Walsingham



Conflict of Interest Policy

Reviewed by: Executive Committee

On:

Next review due: September 2024

Signature of Principal

What does this policy affect?

It is the responsibility of the Head of Centre to ensure that Priory School has a written conflicts of interest policy in place available for inspection. This policy confirms that Priory 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 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

Purpose of the policy

A process is in place to COLLECT any conflict-of-interest information for the current academic year from all centre staff to identify and manage any conflicts of interest in relation to exams.

Procedure for planning and managing conflict of interests

The process

A Declaration of Conflict Interest form is given to all relevant centre staff in advance of any formal examinations taking place in the centre. Completed forms must be returned prior to the examinations starting. The purpose of this policy is to confirm how Priory School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

There is a conflict-of-interest log, any potential conflicts declared are recorded on this log (appendix 1). The relevant awarding bodies are informed (where required) of specific conflicts of interest before the published deadlines for entries for the exam series by identifying and following the individual awarding bodies 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.

Responsibilities

Head of Centre

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

- Ensure 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

Senior Leaders

- Ensure that centre staff are aware of the requirement to declare any interest
- Ensure that declarations are recorded/logged as potential conflicts of interest

Exams Office/Officer

- Ensure the process for collecting declarations of interest is undertaken
- Ensure no member of staff who has a conflict of interest is invigilating an exam where a related/close family/friend candidate will be present
- 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
- 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 – Conflict of Interest Log

Staff Member	Position in school	Name of child	Relationship to Child	Name of school child attends	Year child will sit GCSEs/A Levels	Does staff member have access to secure facility	Does staff member have access to secure online materials
Jane Shyvers	Maths Lead	George Shyvers	Auntie	Aylesbury Grammar School	A Level - 2024	No	Yes – GCSE Tutor
Katy Gavin	French Tutor	Olivia Gavin	Mother	Nodehill	A Levels - 2024	No	Yes – GCSE Tutor
Michelle Blake	Spanish Tutor	Archie Blake	Mother	Brockenhurst College	A Levels - 2024	No	Yes – GCSE Tutor
Jane Shyvers	Maths Lead	Archie Shyvers	Auntie	Wendover Secondary School	GCSEs - 2024	No	Yes – GCSE Tutor
Scott Byrne	Sports & PE Coach	Joshua Byrne	Father	Priory School	GCSEs - 2024	No	No
Emma Dale	Computer Science Tutor & Exams Officer	Joshua Byrne	Auntie	Priory School	GCSEs - 2024	Yes - Exams Officer	Yes – GCSE Tutor
Emma Dale	Computer Science Tutor & Exams Officer	Kieran Dale	Mother	Priory School	GCSEs - 2024	Yes - Exams Officer	Yes – GCSE Tutor
Hazel Sutton	Maths Tutor	Wilf Sutton	Mother	Priory School	GCSEs - 2024	No	Yes – GCSE Tutor
Ana Barnes	Head of Junior School, Year 3 Teacher	Milo Barnes	Mother	Priory School	GCSEs - 2024	No	No
Michelle Blake	Spanish Tutor	Jackson Blake	Mother	The Island Free School	GCSEs - 2024	No	Yes – GCSE Tutor
Katy Gavin	French Tutor	Tessa Gavin	Mother	Ryde School	GCSEs - 2025	No	Yes – GCSE Tutor
Emma Soar	Vice Principal & Sixth Form, English Tutor	Ethan Soar	Mother	Priory School	GCSEs - 2025	No	Yes – GCSE Tutor
Shellie Kirby	Reception Class Teacher	Joe Kirby	Mother	Priory School	GCSEs - 2025	No	No
Jeremy Strickley	History, Government and Politics, EPQ, and RS Tutor	Thomas Strickley	Father	Priory School	GCSEs - 2025	No	Yes – GCSE Tutor A Level Tutor
Elena Sabbatini	PSA, Exams Invigilator; LSA	Thomas Strickley	Mother	Priory School	GCSEs - 2025	No	No
Emma Dale	Computer Science Tutor & Exams Officer	Zachary Dale	Mother	Priory School	GCSEs - 2026	Yes - Exams Officer	Yes – GCSE Tutor
Kate White	Office Manager	Bella White	Mother	Priory School	GCSEs - 2026	No	No
Richard Mann	Art Tutor	Bailey Mann	Father	Island Free School	GCSEs - 2026	No	Yes – GCSE Tutor
Katie Pragnell	English, Drama, FSK, Psychology Tutor/ SENCO	Eliza Pragnell	Mother	Priory School	GCSEs - 2027	No	Yes – GCSE Tutor A Level Tutor
Jeremy Strickley	History, Government and Politics, EPQ, and RS Tutor	Toby Strickley	Father	Priory School	GCSEs - 2027	No	Yes – GCSE Tutor A Level Tutor

Staff Member	Position in school	Name of child	Relationship to Child	Name of school child attends	Year child will sit GCSEs/A Levels	Does staff member have access to secure facility	Does staff member have access to secure online materials
Elena Sabbotini	PSA, Exams Invigilator; LSA	Toby Strickley	Mother	Priory School	GCSEs - 2027	No	No
Simon Lynch	Year 6 Tutor, Music, Performing Arts, Maths, English Drama.	Serena Lynch	Uncle	Hull	GCSEs - 2027	No	No
Emma Soar	Vice Principal & Sixth Form, English Tutor	Isaac Soar	Mother	Priory School	GCSEs - 2028	No	Yes – GCSE Tutor
Kate White	Office Manager	Georgia White	Mother	Priory School	GCSEs - 2030	No	No
Gail Hart	Year 5 Tutor	Ruby Hart	Mother	Priory School	GCSEs - 2031	No	No
Michelle Newte	Science Tutor	Asanka Newte	Mother	Priory School	GCSEs - 2031	No	Yes – GCSE Tutor
Richard Mann	Art Tutor	Ruby Mann	Father	Arreton Primary	GCSEs - 2031	No	Yes – GCSE Tutor
Jennie Wheeler	Exams Officer	Oscar Wheeler	Auntie	Nettlestone Primary	GCSEs - 2032	Yes – Exams Officer	Yes - Exams Officer
Gail Hart	Year 5 Tutor	Edward Hart	Mother	Priory School	GCSEs - 2033	No	No
Katie Pragnell	English, Drama, FSK, Psychology, Tutor/SENCO	Beatrix Pragnell	Mother	Priory School	GCSEs - 2033	No	Yes – GCSE Tutor A Level Tutor
Georgina Chapman	Business A Level and AS Tutor, Maths Tutor	Rosie Chapman	Auntie	Niton Primary School	GCSEs - 2035	No	Yes – A Level Tutor

The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be 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.

Conflict of interest Risk assessment

Conflict of interest (COI)	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected
<ul style="list-style-type: none"> • (As a last resort where unable to find another centre) Taking a qualification(s) at this centre which includes an internally assessed component/unit • COI declared to relevant awarding body before the published deadline for entries (for each affected examination series) 	<ul style="list-style-type: none"> • Prevent the member of centre staff having access to confidential examination/assessment materials prior to exam(s)/assessment(s) brief other relevant centre staff on maintaining the integrity and confidentiality of exam/assessment materials • Ensure the member of centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination materials and does not receive any preferential treatment
<ul style="list-style-type: none"> • Teaching and preparing a member of 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 • COI declared to relevant awarding body before the published deadline for entries (for each affected examination series) 	<ul style="list-style-type: none"> • Make every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate • Ensure the member of centre staff is not solely involved in making assessment decisions for the affected candidate for any internally assessed component/unit • Ensure the marked work will be submitted for moderation whether or not it is part of the moderation sample
<ul style="list-style-type: none"> • A member of exams office staff and has a member of 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 	<ul style="list-style-type: none"> • Ensure that the member of exams office staff does not have unaccompanied access to confidential examination materials (for example, question papers, pre-release materials, answer scripts etc). • Ensure that another person is present for particular administrative arrangements relating to the candidate's exams/assessments
<ul style="list-style-type: none"> • Taking a qualification at this centre which does not include internally assessed components/units 	<ul style="list-style-type: none"> • Prevent the member of centre staff having access to confidential examination materials prior to exam(s) • Brief other relevant centre staff on maintaining the integrity and confidentiality of examination materials • Ensure the member of centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination materials and does not receive any preferential treatment
<ul style="list-style-type: none"> • Taking a qualification at another centre 	<ul style="list-style-type: none"> • Ensure the member of centre staff does not have access to confidential examination materials for the same awarding body qualification if this is delivered in the centre

Authorised by the Principal, Mr David EJJ Lloyd

September 2023