

Conflicts of Interest Policy

2021/22

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Samantha Mitchell/Hannah Turner	
Date of next review	Jan 23

Key staff involved in the policy

Role	Name(s)
Head of centre	Alison Parr
Designated safeguarding lead	Alison Parr
Designated safeguarding lead (deputy)	Ruth O'Connor
Exams officer	Samantha Mitchell

Introduction

Blackfriars Academy manages conflicts of interest in accordance with the JCQ General Regulations for Approved Centres (section 5.3)

Purpose of the policy

This policy addresses how we are managing any potential conflicts of interest under the specific arrangements for delivery in Summer 2022.

General Principles

A process is in place to collect any declaration of personal interest from all staff involved in the arrangements for Summer 2022 and to manage any potential conflicts of interest.

Where reference is made to candidates, this includes any private candidates accepted by the centre.

Declaration process

All centre staff involved in the process of awarding grades have been notified of the requirement to declare a conflict of interest by email.

Staff have been:

- Informed of the need to declare a conflict of interest and have had what a personal interest in a candidate relates to
- Required to (where applicable) declare a personal interest in a candidate and identify their role(s) in the arrangements
- informed of the need to be maintain the confidentiality of the grades and endorsements determined by the centre

Managing conflicts of interest

- A Conflicts of Interest log for Summer 2022 will be maintained to record any potential conflicts of interest declared by centre staff
- The log will record the nature of potential conflict and a decision by Samantha Mitchell (exams officer) and Alison Parr (Headteacher) if this is deemed a potential risk to the integrity of the centre's assessments
- (where applicable) The log will record appropriate additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in later process reviews and appeals.
- Individual awarding body instruction/guidance will be followed if there is any change (for summer 2022) to their normal procedures for informing of conflicts of interest.

Conflicts of Interest log

Date Recorded	Staff Name & Role
Name of Potential Conflict	
Deemed a potential risk	Yes/No
Additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and/or to ensure fairness in later process reviews and app	

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This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later