



# Exam Conflict of Interest Policy

  
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**Signed – Governor**

Dawn Laverick-Brown  
**Print Name**

**Date reviewed:** April 26  
**Next review due:** April 27

## Batchwood School

Batchwood School expects that anyone employed by the organisation to conduct themselves with or exhibit:

- Integrity
- Selflessness
- Openness
- Honesty
- Impartiality
- Uphold values

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of our property and facilities.

### **Purpose**

The purpose of this policy is to provide guidance to staff on handling possible conflicts of interest that may arise as a result of their roles as teachers, support staff, invigilators, and assessment or exam-related staff.

This policy:

- Defines what is meant by conflict of interest
- Describes the role of conflict of interest in the context of working for the school in an assessment/exam related function
- Sets out which conflicts can be managed and how they should be managed

The most important feature of the policy is that individuals should always disclose an activity if there is any doubt about whether it represents a conflict of interest. Disclosures should be made as soon as potential or actual conflict is discovered. The policy describes the procedures that should be followed and how to handle potential conflicts of interest.

This policy applies to staff who interact with the assessment-related work/examinations of the school. This includes individuals involved with all aspects of creating, setting, marking, administering, invigilating, internally verifying or any other activity connected with the assessment of candidates.

The individuals falling under this category of the policy include full-time, part-time and support staff of the school and external verifiers. The content of the policy cannot cover every potential conflict and must be interpreted in the light of the particular circumstances of each conflict.

### **What is a Conflict of Interest?**

A simple definition of conflict of interest is a situation in which an individual or organisation has competing interests. Conflicts of interest can arise in a variety of circumstances.

Examples include:

- a manager hiring a family member (nepotism)
- an employee working for a competitor
- a director accepting gifts
- a judge overseeing a case involving a friend.

### **Implications of a breach of a conflict of interest could constitute the following:**

- Breach of Teacher Standards
- Breach of Professional Standards

- Gross misconduct

### **Roles, Responsibilities and Procedures to be followed in the Event of an Actual or Perceived Conflict of Interest**

- The Conflict of Interest (COI) policy is a requirement of the induction of all new teachers, support staff and assessment/examination staff. Staff are annually asked of any potential conflicts of interest and have to sign the relevant form. Staff must notify the school of any students that are at the school who are family members.
- All staff must follow these key responsibilities.
  - **Disclosure:** Must promptly declare any actual, perceived, or potential COI.
  - **Avoidance:** Refrain from participating in decisions where a COI exists.
  - **Compliance:** Follow organisational policies and procedures related to COI.
  - **Documentation:** Complete and submit COI declaration forms where required
- Any day-to-day concerns identified by an individual should be raised with their Line Manager.
- When there is a potential COI for an individual, the individual and line manager must document this carefully, together with those activities that must be avoided to prevent the school being brought into disrepute. A declaration of conflict of interest form should be signed by both the individual and the line manager, brought to the attention of the Headteacher where documents will be retained.
- Staff must disclose any additional work or outside business interests where there is a potential conflict of interests with your employment with us.
- If any allegation of wrongdoing occurs in your additional place of work which may have a bearing on your employment, they must disclose this immediately to the Headteacher or their line manager.
- If the member of staff feels that it's urgent, he/she can contact the Headteacher directly.
- If a teaching member of staff is involved in any way with the development of a secure assessment for either internal or national use, he/she cannot make use of the knowledge of that assessment in any teaching or learning activity
- It is recognised that there may be circumstances whereby you are known to others connected with us outside of work.
- You must declare any relationship outside of work that they may have with others that could create a conflict of interest.