

Cambridge House Grammar School
Conflict of Interest Policy for Alternative Awarding Arrangements:
Summer 2021

1. Introduction

1.1 Cambridge House Grammar School is required to have in place a Conflict of Interest Policy that enables us to identify, manage and mitigate any potential conflicts of interest with the alternative awarding arrangements for summer 2021. All staff and other individuals have a responsibility to be aware of the potential for a conflict of interest.

2. Purpose

2.1 The purpose of this policy is to protect our integrity as a school and the integrity of the qualifications. The policy is also designed to protect our staff by providing guidance on handling possible conflicts of interest that may arise as a result of the school's role in awarding grades.

2.2 This policy:

- Defines what is meant by conflict of interest.
- Sets out the responsibilities for managing conflict of interest at each level within the school.
- Outlines the steps that will be taken to manage the risk represented by a declared conflict of interest.

3. Scope of policy

3.1 This policy applies to all staff and other individuals who are engaged in work related to the alternative awarding arrangements. This includes individuals involved with any aspects of the creation, standardisation, marking moderation, or any other activity connected with qualifications, tests and assessments, and supporting resources and services.

3.2 The individuals falling within the scope of this policy include all staff working in the school on a full-time, part-time, teaching or non-teaching basis.

4. Definition of conflict of interest

4.1 A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. In the case of an individual, the conflict of interest could compromise or appear to compromise their decisions if it is not properly managed.

4.2 Conflicts of interest can arise in a variety of circumstances, for example:

- When an individual has a position of authority in one organisation that conflicts with his or her interests in another organisation.
- When an individual has interests that conflict with his or her professional position.
- Where someone works for or carries out work on the school's behalf but may have personal interests – paid or unpaid – in another business.
- Where someone works for or carries out work on the school's behalf, who has friends or relatives taking assessments or examinations.

4.3 To protect the integrity of this year's assessments, staff must declare any potential conflicts of interest to the Principal.

4.4 The Principal will take the appropriate actions to manage any potential conflicts of interest arising with centre staff, following the requirements set out in CCEA's *Alternative Arrangements – Process for Heads of Centre* document issued in March 2021.

4.5 A Conflict of Interest occurs where any member of staff who has access to privileged information, or is responsible for making decisions about assessment outcomes, could, potentially, use that information, or

their position, to give an unfair advantage to a close friend or relative entered for an examination/assessment at your or any other centre. A conflict could also include teaching and preparing members of their family or close friends for qualifications that include internally assessed components.

4.6 The term 'Related People' is used to cover close friends or relatives. A Conflict of Interest also occurs if any member of the centre's staff is entered for an examination/assessment. 'Related People' are those with whom the member of staff has a close relationship. It includes spouses, children and siblings, but would also include close friends, relatives and members of the household where there is regular contact, such that privileged information might be shared inappropriately. A step-relative, cousin, niece, etc., would count if the contact with that person was close and frequent.

5. Principles

5.1 The school will:

- Ensure that anyone who has access to confidential assessment material for a qualification understands the confidential nature of the content.
- Ensure that all members of staff declare any interest for friends or family sitting examinations.
- Take appropriate steps to manage the risk represented by any Conflict of Interest.

6. Responsibilities

6.1 The Board of Governors have the ultimate responsibility for the Conflict of Interest Policy.

6.2 The Principals has responsibility for the dissemination of the policy and management of potential and actual conflicts of interest.

6.3 All Heads of Department are required to monitor their procedures to ensure that they anticipate and manage potential or actual conflicts of interest.

6.4 Any potential or actual conflict of interest must be documented by the Head of Department. The Head of Department must either resolve the issue or, for issues that cannot be resolved at this level, report the issue to the Principal.

6.5 Individuals within Cambridge House Grammar School have responsibility for ensuring that they are familiar with and adhere to the Conflict of Interest Policy.

6.6 The most important feature of the policy is the requirement that an individual disclose any activity that might give rise to a potential conflict of interest. If there is any doubt whether or not it represents a conflict of interest it should be reported.

6.7 The individual and Head of Department are equally responsible for ensuring that the issue is documented carefully.

6.8 An individual may wish to raise concerns relating to conflict of interest directly with the Principal. This may be done in confidence and they are entitled to receive a response to their concerns.

6.9 Any staff member considering paid or unpaid work outside of the school should inform the Principal if they think there is any potential for a conflict of interest. If the staff member is unsure whether a conflict of interest might arise, they should discuss this with the Principal first. A record should be kept of the discussion. A staff member must not take on any such activities that could be deemed to compete or conflict with Cambridge House Grammar School's activities.

6.10 All staff and other individuals must inform the Principal of any candidates being entered for its examinations at the school and also at any other examination centre who are family members, other relatives or friends by completing the form in Annexe 1.

- 6.11 The Principal is responsible for escalating reports of actual or potential conflicts of interest to an appropriate level within the awarding bodies and, when necessary, to the Board of Governors.
- 6.12 The Principal will begin an investigation of any issues identified within 48 hours. A preliminary report will be made available to the Board of Governors within 5 working days.

Annexe 1: Declaration of Interest Form 2021

A Conflict of Interest occurs where any member of staff who has access to privileged information, or is responsible for making decisions about assessment outcomes, could, potentially, use that information, or their position, to give an unfair advantage to a close friend or relative entered for an examination/assessment at this or any other centre. A Conflict of Interest also occurs if any member is entered for an examination/assessment. Therefore, centres are required to inform the awarding bodies for any of their specifications of any specific Conflict of Interest.

To ensure our centre complies, you must declare by ticking **either answer 1 or answer 2** below. If you tick answer 2, please give details in the table below.

1. I have no Conflict of Interest	Tick if appropriate:	
2. I have a Conflict of Interest as detailed below.	Tick if appropriate:	
Signature to confirm declaration(s):		
Date:		

Only complete this table if you have ticked answer 2.

Your name	
Your job title(s)	
Subject(s) you teach (if applicable to your role)	
Name of related person (the candidate)	
Candidate number	
Relationship to me	
Qualification(s) candidate to be entered for (Awarding body / Qualification type / Specification (subject))	

This completed form (including date and signature) must be returned to Lorraine Stewart.

FOR OFFICE USE ONLY

Declaration form received	
Principal's Signature	
Date	

Annexe 2: Conflict of Interest Log (Summer 2021)

Date recorded	
Staff name & job title(s)	
Interest declared	
Nature of any potential Conflict of Interest	
Level and Subjects	
Steps being taken to manage the risk represented by any Conflict of Interest (circle as appropriate):	<ol style="list-style-type: none"> 1. Ensure that anyone who has access to confidential assessment material for a qualification understands the confidential nature of the content. 2. Prohibit access to test/assessment materials prior to tests/assessment. 3. Brief other members of staff on maintaining the integrity and confidentiality of the test/assessment materials. 4. Restrict involvement in any standardisation, marking or moderation activities in subjects where there is a stated Conflict of Interest. 5. Prohibit access to any online portals where Centre-Determined Grades are uploaded for submission to awarding bodies.

This log will be kept for a minimum of one year after results have been issued.

Member of Staff Signature	
Date	
Principal's Signature	
Date	