



OLD BUCKENHAM  
HIGH SCHOOL

**Old Buckenham High School**  
**Conflict of Interest Policy 2025 - 2026**

|                                  |                           |
|----------------------------------|---------------------------|
| <b>Centre name</b>               | Old Buckenham High School |
| <b>Centre number</b>             | 18425                     |
| <b>Date policy first created</b> | 01.09.2025                |
| <b>Date of next review</b>       | 01.09.2026                |

**Version History**

| Version | Date       | Author           | Reason for change(s) |
|---------|------------|------------------|----------------------|
| 1       | 01.09.2025 | Rachel Pickering |                      |
|         |            |                  |                      |
|         |            |                  |                      |

**Policy Authors**

| Role          | Name             |
|---------------|------------------|
| Exams Officer | Rachel Pickering |
| Headteacher   | Paul Beale       |

This policy is reviewed and updated annually to ensure that conflicts of interest at Old Buckenham High 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 Old Buckenham High School has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that Old Buckenham High 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 Old Buckenham High School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

## General principles

A process is in place to collect declarations of a conflict of interest from all centre staff employed by Sapientia Education Trust to identify and manage any potential conflicts of interest.

## Declaration process

An electronic copy of the Declaration of Interest Form 2025/26 (Appendix A) is emailed to all centre staff employed by Sapientia Education Trust at the start of the new academic year, with a stipulated deadline, by the Exams Officer. Staff joining the centre after this date will be issued with the form on an ad-hoc basis.

## Managing conflicts of interest

A Conflicts of Interest Log (Appendix B) is maintained centrally. Relevant awarding bodies are informed (where required by the nature of the conflict) by the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process. The agreed measures/protocols to mitigate any potential risk to the integrity of the qualifications affected are recorded on the Conflict of Interest Log and the affected member of centre staff is informed of these measures/protocols.

## 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

**The role of the Exams Officer** is 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.

## Appendix A – Declaration of Interest Form 25/26



### DECLARATION OF INTEREST FORM 2025/26

To comply with the regulations, the centre is required to manage conflicts of interest<sup>1</sup> 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

COMMUNITY - AMBITION - RESPECT

Abbey Road, Old Buckenham, Norfolk, NR17 1RL  
☎ 01953 860233  
Email: [office@obhs.org.uk](mailto:office@obhs.org.uk)  
Website: [www.obhs.co.uk](http://www.obhs.co.uk)



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To ensure compliance, you must declare (by ticking) any of the statements that apply to you and complete the required information in the white boxes.

|   |  |                           |  |
|---|--|---------------------------|--|
| Your name   |  | Your job title(s)/role(s) |  |
| Subject(s) you teach (if applicable to your role) |  |                           |  |
|   |  |                           |  |

Please tick any statement(s) that applies/to you (or will apply to you during the 2025/26 academic year) and complete the required information

- I am taking a qualification(s) at this centre which includes an internally assessed component/unit

| Qualification(s) I am taking  | Awarding body | Qualification type | Specification (Subject) |
|---|---------------|--------------------|-------------------------|
|   |               |                    |                         |
| Steps I have taken to seek another centre at which to take the qualification(s) |               |                    |                         |
|   |               |                    |                         |

- I am teaching and preparing a member of my 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

(Where more than one related person, please complete a separate form)

|  |               |                    |                         |
|--|---------------|--------------------|-------------------------|
| Name of related person (the candidate)         |               |                    |                         |
| Candidate number                               |               | Relationship to me |                         |
| Qualification(s) being taught and prepared for | Awarding body | Qualification type | Specification (Subject) |
|  |               |                    |                         |

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- I am a member<sup>2</sup> of exams office staff and have a member of my 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

(Where more than one related person, please complete a separate form)

|   |   |                                   |  |
|---|---|-----------------------------------|--|
| Name of related person (the candidate)    |   |                                   |  |
| Where the candidate is being entered      | <input type="checkbox"/> This centre <input type="checkbox"/> Another entering centre (tick box as applies) |                                   |  |
| Candidate number (if this centre)         |   | Relationship to me                |  |
| Entering centre name (if not this centre) |   | Entering centre number (if known) |  |

- I am taking a qualification at this centre which does not include internally assessed components/units
- I am taking a qualification at another centre

| Qualification(s) I am taking | Awarding body | Qualification type | Specification (Subject)           | Exam series |
|------------------------------|---------------|--------------------|-----------------------------------|-------------|
|                              |               |                    |                                   |             |
| Entering centre name         |               |                    | Entering centre number (if known) |             |

- I have none of the above statements to declare

Date declaration(s) made: ..... Signature to confirm declaration(s): .....

This completed form (including date and signature) must be returned to Rachel Fickering by Friday 7<sup>th</sup> November

The declaration(s) you have provided will be used to inform the relevant awarding body/bodies (where required) and to maintain internal records detailing the measures taken to mitigate any potential risk to the integrity of the qualifications affected. You will be informed if/where any measures or protocols put in place directly affect you.

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**FOR HEAD OF CENTRE/EXAMS OFFICER USE ONLY**

| Date | Action   |
|------|--|
|      | Completed Declaration form received  |
|      | Declaration(s) recorded on Conflicts of Interest (COI) log                                     |
|      | Awarding body/bodies informed of specific COI (where applicable)                               |
|      | Staff member informed of measures/protocols in place to manage the risk represented by the COI |

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