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Company Registration Number: 10745840 (England and Wales)

Ethos Academy Trust

Conflict of Interest Policy

2023 - 2024



Nurturing inclusive learning communities



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|-----------|--|--|-----|--|-------------------|
| 1 | Summary | This policy details how Ethos will manage conflict of interest in accordance with JQ regulations | | | |
| 2 | Responsible person | Exams Officer | | | |
| 3 | Accountable ELT member | Rebecca Smith | | | |
| 4 | Applies to | Ethos College | | | |
| 5 | Trustees and/or individuals who have overseen development of this policy | N/A | | | |
| 6 | Headteachers/Service Heads who were consulted and have given approval (if applicable) | Rebecca Smith | | | |
| 8 | Ratifying committee(s) and date of final approval | Head Teacher | | | |
| 9 | Version Number | 1.4 | | | |
| 10 | Available on | Every | Y/N | Trust Website Academy Website Staff Portal | Y/N Y/N Y/N |
| 11 | Related documents (if applicable) | | | | |
| 12 | Disseminated to | Entire College | | | |
| 13 | Date of implementation (when shared) | | | | |
| 14 | Date of next formal review | November 2024 | | | |
| 15 | Consulted with Recognised Trade Unions | N/A | | | |

| Date | Version | Action | Summary of changes |
|-----------|---------|---------------|--------------------|
| 5/10/2023 | 1.4 | Minor changes | Date changes |

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1. Introduction

Ethos College manages conflicts of interest in accordance with the JCQ [General Regulations for Approved Centres](#) (section 5.3). Roles and responsibilities for normal delivery arrangements are detailed in our general Exams Policy to ensure that awarding bodies are informed (where required) of any relevant conflict declared by members of centre staff and records are maintained that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.

Our general centre policies regarding malpractice, maladministration and conflicts of interest have been reviewed to ensure they address the specific challenges of delivery in **Summer 2024**.

2. Purpose of the policy

This policy addresses how we are managing any potential conflicts of interest under the specific arrangements for delivery in **Summer 2024**.

3. General principles

A process is in place to collect any declaration of personal interest from all staff involved in the arrangements for Summer 2024 and to manage any potential conflicts of interest.

Declaration process

Our process for collecting information is as follows:

- A *Declaration of Personal Interest questionnaire* for Summer 2024 will be sent by the Exams Officer via Microsoft Forms to all centre staff involved in the process
- Staff will be required to
 - complete the questionnaire by **30/10/2023**
 - confirm their understanding of what a personal interest in a candidate relates to
 - (where applicable) declare no personal interest in any candidate
 - (where applicable) declare a personal interest in a candidate and identify their role(s) in the arrangements (if any)
 - confirm awareness of the need to maintain the confidentiality of the grades and endorsements determined by the centre

Managing conflicts of interest

Our process for managing conflicts of interest is as follows:

- The spreadsheet derived from the answers to the questionnaire will serve as the *Conflicts of Interest log* for Summer 2024.

- The log will record the nature of potential conflict and a decision by the Head of Centre, if this is deemed a potential risk to the integrity of the centre's assessments
- If 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, carefully considering the need to separate duties and personnel.

Individual awarding body instruction/guidance will be followed if there is any change (for summer 2024) to their normal procedures for informing of conflicts of interest.