



Woodlawn  
School

## **Conflicts of Interest Policy (Exams)**

**February 2021 (Review date Sept 2021)**

## Purpose

The purpose of this policy is to protect our integrity as a school and the integrity of qualifications and assessments within Woodlawn School. It is designed to support our staff (and pupils) by providing guidance on handling possible conflicts of interest that may happen because of our role as a school.

*This policy:*

- Defines what is meant by conflict of interest.
- Describes the role of conflict of interest in the context of working with, or for, a school.
- Sets out the responsibilities for managing conflict of interest at each level in the organisation.

### 1. Who does this policy apply to?

This policy applies to individuals involved with any aspects of the creation, marketing, sales, distribution, marking or any other activity connected with qualifications, tests and assessments, and supporting resources and services. This includes:

- Employees.
- Agency workers.
- Assessment Associates.
- Verifiers and examiners.

### 2. What is a conflict of interest?

2.1 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.

2.2 Conflicts of interest can arise in a variety of circumstances. *The following are examples of conflicts and do not represent an exhaustive list:*

- Where the training delivery function and the awarding function rest within one organisation.
- When an individual has a position of authority in one organisation that conflicts with his or her interests in another organisation.
- Where someone works for or carries out work on our behalf, who has friends or relatives taking our assessments or exams.
- When an individual has interests that conflict with his or her professional position.
- Where someone works for or carries out work on our behalf, but may have personal interests – paid or unpaid- in another business which either uses our products and services, or produces similar products.

- Where an individual/organisation is undertaking the end-point assessment of apprentices for an organisation, within which they have previously trained, managed or assessed the same apprentice(s), during the 'on-programme' phase of their apprenticeship.

### **3. Our commitment to managing conflicts of interest at Woodlawn School;**

#### **3.1 We will:**

- Assess and manage whether a conflict of interest may occur during any team restructures or changes to job roles
- Review our processes every year to make sure that all conflicts of interest or potential conflicts of interest are managed and resolved.
- Make sure that anyone with access to confidential assessment material does not compromise this.
- Make sure that all staff and assessors of declare any interest.

### **4. Who is responsible in Pearson for managing and reporting conflicts of interest?**

4.1 The ultimate responsibility for this policy, circulation of the policy and management of potential and actual conflicts of interest rests with Woodlawn School (Head Teacher and Governors).

#### **SLT**

4.2 SLT/Line managers are responsible for communicating this policy to all relevant individuals within their areas of responsibility.

4.3 Line managers are responsible for checking that all new staff receive conflict of interest training.

4.6 Any potential or actual conflict of interest is logged within the office. The line manager must either resolve the issue or, for issues that cannot be resolved this must be referred to the Head Teacher or Chair of Governors.

#### **All Woodlawn Staff**

4.7 Everyone is responsible for making sure that they are familiar with this policy, any guidelines and complete any mandatory conflict of interest training.

4.8 Every year all staff must read the policy and confirm that they understand it.

4.9 Individuals must report any activity that might create a potential conflict of interest. If there is any doubt whether it represents a conflict of interest it should be reported.

4.10 The individual and line manager are both responsible for documenting the issue carefully.

4.11 An individual may want to raise concerns relating to conflict of interest directly with SLT. This can be done in confidence and they are entitled to receive a response to their concerns.

4.12 Any staff member considering paid or unpaid work outside Woodlawn School should inform their manager 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 their line manager first.

4.13 Before each exam series all staff must declare if any candidates being entered for our exams and other assessments, are family members, other relatives or friends. This should be declared by completing a Declaration of Interest Form held with the office.

#### **Woodlawn's Responsible Officer: Monitoring and Escalation**

4.14 The Responsible Officer (Head Teacher) is responsible for escalating reports of actual or potential conflicts of interest to an appropriate level.

#### **5. Feedback and complaints**

Feedback helps us to improve the education provision we offer. We know that sometimes things go wrong, but if they do, we want to try to stop them from happening again. If you have any complaints please put these in writing addressed to the Head Teacher or if necessary the Chair of Governors.