NEWHAM PRUS
Conflicts of Interest Policy
2026/27

Centre name and number	Tunmarsh School - 13225
Centre name and number	New Directions - 13258
Date policy first created	01/10/2024
Current policy approved by	Head Teacher
Current policy reviewed by	Exams Officer
Date of review	01/10/2026
Date of next review	01/10/2027

Key staff involved in the policy

Role	Name
Head of centre	Kirsten MacLeod
Senior leader(s)	Ricky Sparham
Exams officer	Jack Briggs
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at Newham PRUs 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 Newham PRUs has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Newham PRUs:
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 (this also extends to centre staff conducting internally or externally assessed Speaking, Listening or Oracy 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 Newham PRUs manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to collect any records of conflict of interest from all centre staff to identify and manage any potential conflicts of interest.

Declaration process

All staff are required to complete an electronic form declaring any conflicts of interests at the beginning of the academic year /before any exam entries are made. Declarations of conflict of interest log kept until the appeals process / date of review for exams season has passed.

Managing conflicts of interest

For internal recording purposes a conflicts of interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding body\bodies is\are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations before the published deadline for the entries for each examination series by identifying and following the individual awarding bodies administrative process.

Roles and responsibilities

The role of the head of centre is to ensure:

- conflicts of interest are managed according to the requirements in GR 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 office/officer

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, including centre staff conducting internally or externally assessed Speaking, Listening or Oracy 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.