



# Inspire Education Trust

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## Conflicts of Interest Policy 2025-2026

Blue Coat CE Secondary School

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**Policy Date:** September 2025

**Review Date:** September 2026

## Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			September 2024	Kelly Jobson	Updated to Reflect JCQ Changes 2024-2025 changes in yellow
V3			September 2025	Kelly Jobson	No changes refined layout

This process is reviewed and updated annually to ensure compliance with current requirements and regulations. Reference in the process to **GR** relates to relevant sections of the current JCQ publication **General Regulations for Approved Centres**.

## 1. Introduction

It is the responsibility of the Head of Centre to ensure that **Bluecoat School** has a written Conflicts of **Interest Policy in place**, reviewed annually by a member of the senior leadership team, and available for inspection (JCQ GR 5.3(z))

This policy confirms that **Bluecoat School**:

- Manages conflicts of interest by informing awarding bodies, before the published deadline for entries for each examination series, of:
  - Any members of centre staff taking qualifications at Bluecoat School which include internally assessed components/units.
  - Any members of centre staff teaching and preparing members of their family (including stepfamily, foster family, and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications with internally assessed components/units.
  - Exams office staff with family members or close friends being entered for examinations and assessments either at Bluecoat School or other centres.
  - Centre staff taking qualifications at Bluecoat School which do **not** include internally assessed components/units.
  - Centre staff taking qualifications at **other centres**.

Internal records of all instances are maintained and made available for inspection.

## 2. Purpose of the Policy

To confirm how Bluecoat School identifies, manages, and mitigates conflicts of interest under normal delivery arrangements, in accordance with JCQ regulations.

## 3. General Principles

- A process is in place to collect declarations of interest from all centre staff.
- All potential conflicts are recorded and reviewed.
- Appropriate measures are taken to protect the integrity of qualifications.

## 4. Declaration Process

- A Microsoft Conflict of Interest Declaration Form is sent to all centre staff in September by Kelly Jobson, Exams Manager.
- Completed forms must be returned to **Kelly Jobson**, who will collate and maintain the Conflicts of Interest Log.

## 5. Managing Conflicts of Interest

- The log is centrally maintained and updated.
- Where required, awarding bodies are informed of specific conflicts before entry deadlines, following their administrative processes.
- Mitigation measures are recorded and communicated to affected staff.
- Examples of mitigation include:
  - Ensuring staff do not have access to confidential exam materials.
  - Ensuring staff are treated as candidates during the exam series.
  - Ensuring no preferential treatment is given.

## 6. Roles and Responsibilities

### Head of Centre

- Ensure conflicts of interest are managed in line with JCQ GR 5.3.
- Maintain internal records including mitigation measures.
- Ensure records are available for JCQ inspection or awarding body review.
- Retain records until the deadline for reviews of marking has passed or until any appeal, malpractice, or results enquiry is completed.
- Ensure staff entries at Bluecoat School are a **last resort**.
- Ensure protocols prevent access to exam materials and maintain confidentiality.

### Exams Manager – Kelly Jobson

- Distribute and collect declarations of interest.
- Maintain the Conflicts of Interest Log.
- Submit required declarations to awarding bodies.
- Retain records of mitigation measures as per JCQ GR 5.3.

## 7. Additional Information

- Centre-Specific Changes: None.
- JCQ 2025–2026 Updates:
  - Reference to “clear records” updated to “internal records” (GR 5.3(j)).
  - Annual review of written policies required (GR 5.3(z))

Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



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Lois Whitehouse  
CEO



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Nicky Aston  
Chair of Standards