

Quwwat-Ul-Islam Girls' School



Conflict of Interest Policy

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School Motto
Together we can achieve more
School Values
Respect . Aspiration . Responsibility
Learning Drivers
Caring for Ourselves, Our World, Our Education, Our Rights

School Vision Statement

To establish a school of excellence both **Islamically** and **Academically** - Provide a **holistic** education which is inspired by: **Taqwa**: God consciousness **morals and values** inspired by the prophet (saw) coupled with **academic excellence**.

At Quwwat-ul-Islam girls' school we adhere to the following:

- **Mutual respect and tolerance** - We respect and care for everybody.
- **Democracy**– We promote the right of every individual to have their opinions and voices heard.
- **The rule of the law** – We understand that laws and rules protect us and at the same time provide us with responsibilities, by breaking them there are consequences.

Quwwat ul Islam Girls' School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff, governors, volunteers and parents/carers to share this commitment.

Introduction:

It is the responsibility of the head of Centre to ensure that Quwwat Ul Islam Girls School has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Quwwat Ul Islam Girls 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 Quwwat Ul Islam Girls School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General Principles

A process is in place to collect any declarations of interest, including those relating to relationships with students outside of school

- from all Centre staff to enable the Centre to identify and manage any potential conflicts of interest
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Declaration process

A paper form is used to collect declarations of interest and this is sent to staff prior to exams. This information is reviewed by the Head of Centre with responsibility for exams and the Exams Officer.

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 entries for each examination series by identifying and following the individual awarding body's administrative process. The agreed measures/protocols taken/put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff 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 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 treatments

Additional responsibilities:

To ensure that Centre staff are aware of the requirement to declare any interest

The role of the exam's 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 stepfamily, 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.

Conflict of Interest:	Mitigations:
Member of Centre Staff taking a qualification (s) at this Centre which includes an internally assessed component. Conflict of interest to be declared to relevant awarding body before the published deadline for entries (for each affected examination series)	Member of Centre Staff is prevented from having access to confidential exam materials prior to exam. The Centre informs other staff to maintain the integrity and confidentiality of the exam materials The member of Centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination materials and does not receive any preferential treatment.
Member of staff is a member of the exams office staff and has a member of family (including immediate, stepfamily, foster family and other similar relations) or close friends being entered for the examination at this Centre or another Centre	The member of exams office staff does not have unaccompanied access to confidential examination materials (for example, question papers, pre-release materials, answer scripts, etc.) for the qualifications in question on the days of these exams The member of exams office staff commits to not contacting their family member on the morning or afternoon of exams in the qualifications in question If the candidate is sitting the exams at this Centre, another staff is present for administrative arrangements relating to the candidate's exams, assessments
Member of Centre staff is teaching and preparing a member of family (including immediate, stepfamily, foster family and other similar relations) or close friends for a qualification(s) which includes an internally assessed component/unit. Conflict of interest to be declared to relevant awarding body before the published deadline for entries (for each affected examination series)	Every effort is made to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate The member of staff is not solely involved in making assessment decisions for the affected candidate for any internally assessed component/unit

Member of staff is taking a qualification at this Centre which does not include internally assessed components.	Member of Centre Staff is prevented from having access to confidential exam materials prior to exam. The Centre informs other staff to maintain the integrity and confidentiality of the exam materials The member of Centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination materials and does not receive any preferential treatment.
Member of staff is taking qualification at another exam Centre	The member of staff does not have access to confidential exam material for the same awarding body qualification if delivered in the Centre