



CONFLICT OF INTEREST POLICY

2024/25

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mrs Gosia Nowakowska	
Date of next review	Nov 2025

Key staff involved in the policy/procedure

Role	Name(s)
Head of centre	Mrs Louise COWLEY
Senior leader(s)	Mr Maurice DIXON SVP Mr SHAZ KHAN Mrs Fay Copper Mr Zaf HUSSAIN Miss Harriet Bellamy Ms Ruthann Clay
Exams Manager	Mrs Gosia Nowakowska
Exams Officer	Mr Mark Ochiela
Lead Invigilator	Mrs Tanwir AKTAR-HUSSAIN

Purpose of the policy

This policy details the measure taken at Oxford Spires Academy in the event of a centre conflict of Interest during the conducting of examinations.

This Conflict of Interest Policy has been developed to outline obligations and expected best practice, as well as provide guidance in dealing with any unavoidable conflicts of interest, as they may arise.

All Oxford Spires Academy Staff, managers, teachers and other staff (including volunteers) have an obligation to act in the best interests of Oxford Spires Academy both the school and in accordance with any of Oxford Spires Academy governing policy documents.

Definition of Conflict of Interest

A conflict of interest arises when an individual's personal interests or obligations, whether financial, familial, or otherwise, may compromise, or appear to compromise, their ability to make impartial and objective decisions in the best interest of the school, its students, or its stakeholders.

Disclosure of Conflicts

All staff members, including teaching and administrative staff, are required to promptly disclose any potential conflicts of interest to the Head Teacher or their immediate supervisor. This disclosure should include all relevant details about the conflict, such as the nature of the conflict and its potential impact on the school.

Assessment and Resolution

Upon receiving a disclosure of a conflict of interest, the school will assess the situation to determine its significance and potential impact. The school may take the following actions, as deemed appropriate:

- a. Remove the individual from decision-making processes related to the conflict.
- b. Seek advice from an independent and impartial third party.
- c. Implement measures to mitigate the conflict.
- d. Consider whether the conflict is significant enough to warrant disciplinary action, up to and including termination of employment.

Confidentiality

All disclosures and related discussions regarding conflicts of interest will be handled with the utmost confidentiality to the extent permitted by law.

Reporting and Review

The school will maintain records of all conflict of interest disclosures and resolutions for a period determined by applicable legal requirements. The policy and its effectiveness will be reviewed periodically to ensure ongoing compliance with JCQ regulations.

Training and Awareness

The school will provide training and awareness programs to educate all staff members about the importance of identifying and managing conflicts of interest.

By adhering to this Conflict of Interest Policy, our school aims to maintain trust, transparency, and accountability within our community, and to uphold the highest standards of ethical conduct in all our endeavours.