| St Martin-in-the-Fields High School for GirlsSt Martin Logo.PNG  CHURCH OF ENGLAND ACADEMY  CO-ED SIXTH FORM |
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**Conflict**

**of**

**Interest**

**CONFLICT OF INTEREST 2023-2024**

**Approved: September 2023**

**Date to be review: September 2024**

| Our Vision *And now these three remain: faith, hope and love. And the greatest of these is love.*  *1 Corinthians 13:13*  Inspired by our motto “Caritate et Disciplina” Our vision is to create a safe, caring, happy and inclusive community underpinned by our Christian values of **Faith, Hope and Love**. We want our students to flourish in faith and knowledge, developing their unique gifts and talents in the classroom, in the wider life of the school and beyond. | |
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| Our Ethos We believe that reverence for God, respect for self, others and the environment is essential and we therefore dedicate our efforts towards fostering these virtues. Through our character education at St Martin’s, we will ensure our students are HEROIC: **Hopeful, Enquiring, Respectful, Organised, Independent and Collaborative.** Our students will fulfil their academic potential, but more than this, our students will develop the skills, competencies, personal qualities and characteristics that will help them to be successful in the future. | |
| School Prayers | |
| *(traditional version)*  Almighty and everlasting Father,  hear the prayers of this School,  founded by the church in the Fields  in the name of Thy servant Martin.  We praise Thee for all the opportunities  given to us in it, for both work and play.  We thank Thee for the wisdom of men and  women who have guided us since our foundation.  We pray for those who govern us now,  and for those who teach and for those who learn,  and for all those who serve our needs.    Help each one of us to be like St. Martin, and serve  Thee by giving ourselves in service to others  So that we too come to find the joy and riches  that do not pass away.  Amen | *(contemporary version, said daily)*  Dear God,  We thank you for your love and your promise to be with us.  At school or work, at rest or play, help us to feel near to you and hear your voice.    Inspired by your servant St. Martin’s example, may we always show respect, encourage one another and serve our community.  Help us to be aware of our talents, be enquiring and independent.  May your gifts of faith, hope and love shine in us today.  Amen |

**Introduction**

St Martin-in-the-Fields High School for Girls has a duty, as a registered Examination Centre for one or more of the UK awarding organisations (exam boards), to uphold the integrity of public examinations. As with other instances of examination maladministration, the sharing of confidential material relating to any current or future (“live”) public examination series by a member of staff is likely to constitute gross misconduct that is likely to result in dismissal.

We also recognise that a number of current staff are engaged by exam boards in various capacities for the setting, marking, moderating and reviewing of public examinations and, thereby, contribute to the public good. However, those staff may be involved in delivering the same examination specifications to pupils at the school/college. Such staff owe duties to the centre to prepare pupils properly for their public examinations but also to the relevant examination board to preserve the integrity of public examinations. In fulfilling these potentially conflicting duties, staff must act with utmost integrity and take care to manage the potential conflict of interest by ensuring that examination security is not breached in any way, whether deliberately or otherwise. Such staff must remain neutral at all times both with their colleagues and pupils.

The school currently only permits staff to be engaged by the exam boards on the

following basis:

1. A member of staff must seek permission from the Head (in his/her capacity as

Head of Examination Centre) prior to undertaking any role for an examination board and

must seek renewed permission from the Headl each year.

2. A member of staff given permission must complete a declaration form for staff involved in public examinations and return it to the Head of Centre who will retain a register of staff

involved.

3. A member of staff given permission must act with utmost integrity and take care to ensure that examination security is not compromised (deliberately or otherwise) and, if teaching pupils who will sit any examination of whose contents the staff member has, or will have, prior knowledge, the staff member must also sign and adhere to the school/college’s internal protocol, as set out below.

4. A member of staff given permission must declare any training he or she has received from the examination board concerned and must provide details of the examination board’s applicable Conflict of Interests (or other relevant) policy.

Staff must treat as confidential the identity of fellow staff involved in examining and must not

discuss or speculate on such topics with pupils.

Members of staff who are concerned that examination maladministration may have occurred

must notify the Head of Examination Centre immediately.

**This policy will be reviewed annually.**

**Protocol for staff privy to Confidential Information relating to the contents of any Public**

**Examination sat by any pupil of the school/college.**

The sharing of confidential material relating to any current or future (“live”) public examination

series by a member of staff is likely to constitute gross misconduct that is likely to result in

dismissal. It is prohibited by school policy. It is also prohibited by the Conflict of Interests

policies of the various exam boards.

It is incumbent on any member of staff privy to confidential information about public

examinations to ensure that they maintain a position of complete neutrality and do not either

advantage or disadvantage pupils in the school/college. Staff must ensure the examination

syllabus (specification) is covered in full but must also ensure that specific material used in

upcoming public examinations is not used in their teaching at the centre or to guide

departmental schemes of work.

The aim of this protocol is to put in place measures to prevent the accidental sharing of

confidential public examination material within the school/college and, thereby, to protect both

the staff member concerned and pupils from allegations of examination maladministration or

Malpractice.

When a member of staff knows in advance the content (in whole or in part) of any public

examination which is to be sat by any pupil, that staff member must not:

1. set any internal exam or revision material for that public examination;

2. save any confidential public examination material on any computer that the staff member

uses for teaching or for any other school/college activity without ensuring that that

material is stored in a password protected area;

3. bring into public areas within the school/college public examination related paper-work,

products or materials on which the staff member has worked, or use departmental

printers or photocopiers for such materials;

4. use, in the creation of live public examination papers, specific content which the staff

member or a member of his department has created for pupils in current or previous

years, or which might be used by colleagues;

5. adapt his or her teaching to fit the questions that the staff member knows are coming up

in a “live” public examination (e.g. by spending extra time on a topic, or by covering a

topic with a particular slant). The member of staff must adhere to agreed departmental

schemes of work;

6. engage in “question spotting” or make any predictions about the contents of the public

examination to any pupil or colleague;

7. invigilate any examination in an examination series in respect of which he or she has

knowledge;

8. divulge to pupils his or her role with the examination board.

**Where the Head of Centre (HOC) delivers the content, the exam will be solely administered by the Exam Officer (EO), through invigilation and the opening of the package with scripts. Where the Exam Officer (EO) delivers the content, the exam will be solely administered by the Head of centre (HOC), through invigilation and the opening of the package with scripts.**