

EXAMINATION CONFLICT OF INTEREST POLICY

This policy applies to

Beal High School (Centre number 13317)

The Forest Academy (Centre number 13313)

Beacon Business and Innovation Hub (Centre 13362)

Area/Department responsible for policy	TRUST
Approval Body:	Trust Executive
Date of last review:	October 2025
Statutory (DFE) Yes/No	No

Introduction

- 1.1. 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.
- 1.2. All staff (including volunteers) have an obligation to act in the best interests of the students, staff and Beacon Multi Academy Trust in accordance with any of the Trust's governing policy documents.
- 1.3. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the Trust. Such conflicts may create problems; they can:
 - Inhibit free discussion
 - Result in decisions or actions that are not in the interests of the Trust
 - Risk the impression that the Trust has acted improperly.
- 1.4. Specifically, conflicts of interests include matters of material and financial benefit, as well as those involving reputation or other more intangible factors.
- 1.5. The aim of this policy is to provide guidance to ensure the Trust, along with all employees, from becoming involved in any impropriety, or even appearance of such.

2. Declaration of Interests (Financial)

- 2.1. Accordingly, all staff (including volunteers) must freely, openly and honestly declare all and any of their interests, in full and without reservation, in suppliers, customers and /or competitors, whether financial or other.
- 2.2. Further, staff (including volunteers) must freely, openly and honestly declare all and any gifts or hospitality received in connection with their role in the Trust, whether from suppliers, customers and/or competitors, whether financial or other.
- 2.3. Further, staff (including volunteers) must not accept any gifts or hospitality from students and/or their parents/guardians, unless of only nominal value. All offers of gifts or hospitality from students and/or their parents/guardians must be reported in writing to the Head Teacher or Principal.
- 2.4. Declarations of interest should be detailed in writing and directed to the Trust Executive.
 - 2.4.1. To be effective, the declaration of interests is updated annually and when any changes occur, erring on the side of caution where there are any potential queries about a change.

3. Data Protection

3.1. The information provided will be processed in accordance with data protection principles as set out in the most up to date laws around Data Protection. Data will be processed only to ensure that directors, managers, teachers and other staff act in the best interests of the Trust. Information provided will not be used for any other purpose.

4. Conflict of Interests (Educational)

4.1. All staff are expected to declare all and any potential conflict of interests at the earliest opportunity. This includes but is not limited to:

- Being involved in the production of examination papers for courses taught at the Trust
- Marking the examination papers for courses taught at the Trust
- Teaching and / or assessing work by individuals that they have a personal connection to; e.g. children of staff
- Invigilating exams for individuals that they have a personal connection to, e.g. children of staff

4.2. Where any potential conflict of interests may arise, alternate staff will carry out such affected duties to ensure the conflict does not affect the proper conduct of assessment or examination.

4.3. The exams officer will maintain a record of all potential conflicts of interest for the exam seasons in question for the duration of the exam season, and until all post result queries are resolved.

4.4. All staff in the Trust are asked to complete the following form annually. The information is collected and stored electronically by the exams officer.

1. Are you an examiner for an awarding body you also teach for?
2. Do you have a family member or close friend taking exams at BMAT this year?
3. Are you preparing any member of your family or friends for qualifications that include internally assessed units this year?
4. Are you personally taking any GCSE / A-level / BTEC / other qualifications at a BMAT or any other school this year?
5. Do you have any other potential conflicts of interests regarding exams?