



Dorin Park School

CONFLICT OF INTEREST POLICY & PROCEDURE
DORIN PARK SCHOOL
(Exams/Assessments Suite)

REVIEWED: Senior Leadership Team

DATE: AUTUMN 2025

NEXT REVIEW DATE: AUTUMN 2026

This document is reviewed annually to ensure compliance with current regulations

Conflict of Interest Policy & Procedure

Each academic year all staff are asked to complete the following form. All 'Yes' answers are followed up and recorded on a Declaration of Interest Form and Conflict of Interest Log (we use templates supplied by The Exams Office). Mitigation is recorded and put in place where appropriate.

Conflict of Interest re Exams/Assessments

Who could have a conflict of interest? Any members of centre staff who are:

- a) taking qualifications at their own centre OR
- b) taking qualifications at other centres OR
- c) 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
- d) exams office staff (Owen Williams & Jane Rowlinson) having 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

Hi, Owen. When you submit this form, the owner will see your name and email address.

* Required

1. Do you, or do you think you might have, a potential conflict? * 

Yes

No

Submit