



INNOVATE2EDUCATE  
Partnership



# 5R Conflicts of Interests Policy (Exams) 2025- 2026

This policy was approved as follows:

|                           |                 |                          |               |
|---------------------------|-----------------|--------------------------|---------------|
| <b>Approver:</b>          | L&S Committee   | <b>Date:</b>             | February 2026 |
| <b>Owner:</b>             | Rebekah Lindsay | <b>Version:</b>          | 1             |
| <b>LAC adoption date:</b> | March 2025      | <b>Review frequency:</b> | 1 year        |
| <b>Status:</b>            | FINAL           | <b>Next review date:</b> | February 2027 |

This policy applies to all School Academy staff, pupils and parents.

### Key staff involved in the policy

| Role           | Name(s)        |
|----------------|----------------|
| Head of Centre | Mrs L Heywood  |
| Senior Leader  | Mrs R Lindsay  |
| Exams Officer  | Mrs B Sosinski |

### Conflicts of Interest

- Thomas Alleyne's High School manages conflicts of interest by informing the awarding bodies before the published deadline for entries for each examination series of any potential conflict of interest where:
- any members of centre staff who are taking a qualification at this centre which includes 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 (that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected) 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 this centre or other centres
- centre staff are taking qualifications at this centre which do not include internally assessed components/units\*
- centre staff are taking qualifications at other centres
- Retains records of all conflicts of interest, including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected (The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be 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)
- \*Notes that entering members of centre staff for qualifications at their own centre must be as a last resort in cases where the member of centre staff is unable to find another centre, and ensures:
- 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

- 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 treatment.



## Conflict Of Interest Log (Summer exam series 2026)

| Date recorded   | Staff name & job title(s)                               | Interest declared                 | Nature of any potential Conflict of Interest                 | Specific Conflict of Interest                                     | Steps being taken to manage the risk represented by any Conflict of Interest  |
|-----------------|---|-----------------------------------|--|---|---|
| 21/10/25        | Julie Malbon - Finance                                  | none                              | none   | There is no specific conflict of interest – does not teach        | none  |
| 06/11/25        | Colin Barrow _ Sport HOD                                | none                              | none   | There is no specific conflict of interest                         | none  |
| 21/10/25        | Emily Gwynne - Science                                  | none                              | none   | There is no specific conflict of interest                         | none  |
| 29/01/26        | John Brassington – HOH - English                        | none                              | none   | There is no specific conflict of interest                         | none  |
| 21/10/25        | Holly Irving  | none                              | none   | There is no specific conflict of interest – does not teach        | none  |
| <b>29/01/26</b> | <b>Louise Heywood – Head teacher</b>                    | <b>Niece Yr 11 MWhittaker</b>     | <b>Does not teach – Exam office staff aware of situation</b> | <b>No access to exam materials</b>                                | <p><b>The following protocols are in place:</b></p> <ul style="list-style-type: none"> <li>• <b>No access to secure storage area</b></li> <li>• <b>No access to exam papers</b></li> <li>• <b>No access to completed scripts</b></li> </ul> |
| 30/01/26        | Rebekah Lindsay - Assistant Headteacher – SLT for Exams | <b>Son Yr 11 J Lindsay</b>        | Year 11 sitting GCSEs  | SLT for Exams   | <p><b>The following protocols are in place:</b></p> <ul style="list-style-type: none"> <li>• <b>No access to secure storage area</b></li> <li>• <b>No access to exam papers</b></li> <li>• <b>No access to completed scripts</b></li> </ul> |
| 21/10/25        | Kate Thorley – Science- HOH                             | none                              | none   | There is no specific conflict of interest                         | none  |
| 21/10/25        | Kirstie Hughes - Science                                | none                              | none   | There is no specific conflict of interest                         | none  |
| 21/10/25        | Catherine Johnson – HOD History                         | none                              | none   | There is no specific conflict of interest                         | none  |
| 21/10/25        | Kayleigh Taubert  | none                              | none   | There is no specific conflict of interest                         | none  |
| <b>05/11/25</b> | <b>Nicola Moore - PWO</b>                               | <b>Son – Lewis Moore in Yr 12</b> | <b>none</b>  | <b>There is no specific conflict of interest – does not teach</b> | <b>The following protocols are in place:</b>  |

|          |                                   |      |      |  |   |
|----------|-----------------------------------|------|------|--|---|
|          |                                   |      |      |  | <ul style="list-style-type: none"> <li>• No access to secure storage area</li> <li>• No access to exam rooms</li> <li>• No access to completed scripts</li> </ul> |
| 21/10/25 | Rhiana Travis                     | none | none | There is no specific conflict of interest                  | none  |
| 06/11/24 | Deborah Passam - Cover Supervisor | none | none | none   | None  |
| 22/10/25 | Ale - Valdez - Maths              | none | none | There is no specific conflict of interest                  | none  |
| 21/10/25 | Richard Freestone - Maths         | none | none | There is no specific conflict of interest                  | none  |
| 21/10/25 | Beth Walton - Admin               | none | none | none   | none  |
| 24/10/25 | Laura Walton - Admin              | none | none | none   | none  |
| 21/10/25 | Calum Forsyth                     | none | none | There is no specific conflict of interest - does not teach | none  |
| 29/01/26 | Claire Varga                      | none | none | There is no specific conflict of interest                  | none  |
| 30/01/26 | Danielle Cornell                  | None | None | There is no specific conflict of interest                  | None  |
| 24/10/25 | Jade Hadfield                     | None | none | There is no specific conflict of interest                  | none  |
| 26/10/25 | Justine North                     | none | none | There is no specific conflict of interest                  | none  |
| 21/10/25 | Helen Carpenter - HOD Geography   | none | none | There is no specific conflict of interest                  | none  |
| 29/01/26 | Kate Wallbank                     | none | none | There is no specific conflict of interest                  | none  |
| 01/10/25 | Louise George                     | none | none | There is no specific conflict of interest                  | none  |
| 21/10/25 | Laura Lawley - Finance            | none | none | There is no specific conflict of interest - does not teach | none  |
| 13/01/25 | Liz Matthews - PWO                | none | none | There is no specific conflict of interest - does not teach | none  |
| 24/10/25 | Lindsay Vincent - TA              | none | none | There is no specific conflict of interest                  | none  |
| 21/10/25 | Rebecca Riley                     | none | none | There is no specific conflict of interest                  | none  |
| 21/10/25 | Graeme Quigley - HOD D&T          | none | none | There is no specific conflict of interest                  | none  |
| 26/01/26 | Rachel Simpson - HOD Chemistry    | none | none | There is no specific conflict of interest                  | none  |
| 29/01/26 | Sarah Jones - HOH Sport           | None | None | There is no specific conflict of interest                  | None  |
| 21/10/25 | Trevor Swindlehurst - D&T         | none | none | There is no specific conflict of interest                  | none  |

|          |                               |      |      |  |      |
|----------|-------------------------------|------|------|--|------|
| 21/10/25 | Tree Attwood - PWO            | none | none | There is no specific conflict of interest – does not teach | none |
| 21/10/25 | Emma Young - History          | none | none | There is no specific conflict of interest                  | none |
| 24/10/25 | Louis Melland - Physics       | none | none | There is no specific conflict of interest                  | none |
| 24/10/25 | Laura Pugh – Geography- email | none | none | There is no specific conflict of interest                  | none |
| 04/11/25 | Rachel Hayward                | none | none | There is no specific conflict of interest – does not teach | none |
| 21/10/25 | Melissa Davies                | none | none | There is no specific conflict of interest                  | none |
| 21/10/25 | Laura Evans                   | none | none | There is no specific conflict of interest                  | none |
| 21/10/25 | Joanne Gill                   | none | none | There is no specific conflict of interest                  | none |
| 29/01/26 | Nathan Green                  | none | none | There is no specific conflict of interest                  | none |
| 29/01/26 | Alice Smith                   | none | none | There is no specific conflict of interest                  | none |
| 29/01/26 | Ian Hulme                     | none | none | There is no specific conflict of interest                  | none |
| 29/01/26 | Christien Phillips            | none | none | There is no specific conflict of interest                  | none |
| 29/01/26 | Olivia Rowley                 | none | none | There is no specific conflict of interest                  | none |
| 29/01/26 | D Godwin                      | none | none | There is no specific conflict of interest                  | none |
| 29/01/26 | Simon Crum                    | none | none | There is no specific conflict of interest                  | none |
| 29/01/26 | Richard Graham                | none | none | There is no specific conflict of interest                  | none |
| 29/01/26 | Daniella Crowther-Green       | none | none | There is no specific conflict of interest                  | none |
| 29/01/26 | Jennifer Lambert              | none | none | There is no specific conflict of interest                  | none |
| 29/01/26 | Harry Bainbridge              | none | none | There is no specific conflict of interest                  | none |
| 29/01/26 | Daniel McKenna                | none | none | There is no specific conflict of interest                  | none |
| 29/01/26 | Oliver Scattergood            | none | none | There is no specific conflict of interest                  | none |
| 02/02/26 | Alice Beevor                  | none | none | There is no specific conflict of interest                  | none |
| 29/01/26 | Karen Watson                  | none | none | There is no specific conflict of interest                  | none |