



Greenfields School Conflict of Interest Policy 2025-2026

Implemented	By Whom	Last Review	By Whom	Next Review
October 2025	C.Singh	March 2026	R. Redman	March 2027

Document History (last 3 versions)			
Date of Issue	Version No.	Person(s) responsible for change	Nature of Change
12/03/26	2	Creslyn Singh	Reviewed

This policy aligns with the ALN Code (Wales) 2021, the Equality Act 2010, the UNCRC, the Independent School Standards (Wales) Regulations 2024.

This policy applies to all staff and adults working within Greenfields School and sets out how the school ensures transparency, fairness and professionalism in all decisions where a conflict of interest may arise.

We warmly invite professionals to contact us to arrange a visit. This provides an opportunity to explore our provision in more detail and discuss how we can meet the needs of your young person.

Further information is available in our school prospectus. Where a conflict of interest has safeguarding implications, it will be escalated immediately following Wales Safeguarding Procedures (2019).

Legal Framework

- Independent School Standards (Wales) Regulations 2024
- Keeping Learners Safe (2022)
- Wales Safeguarding Procedures (2019)

1. Purpose

The purpose of this policy is to maintain the integrity of Greenfields School and the qualifications we deliver. It provides clear guidance for identifying, managing, and mitigating conflicts of interest to protect learners, staff, and the school's reputation.

This policy:

- Defines what constitutes a conflict of interest.
- Explains its relevance in the context of qualifications and assessments.
- Sets out responsibilities for managing conflicts of interest at all levels.

2. Scope

This policy applies to:

- All staff (permanent, temporary, supply, and volunteers).
- Any individual involved in teaching, assessment, exams, or related activities.
- External professionals working with the school on curriculum or assessment matters.

3. Definition

A conflict of interest occurs when personal interests or relationships could compromise professional judgment or give rise to perceived bias. Examples include:

- Staff assessing or supervising a family member or close friend.
- Staff with access to confidential assessment materials who have a relative sitting exam.

- Staff undertaking paid or unpaid work that conflicts with school responsibilities.
- Examples of conflicts in a therapeutic SEMH setting include:
 - A staff member acting as a therapist or mentor to a learner they assess academically
 - A staff member advocating for a learner while also being the assessor for the same qualification
 - A staff member with dual employment in a related residential care setting

4. Principles

Greenfields School will:

- Review processes annually to ensure conflicts are identified and managed.
- Require all staff to declare any potential conflicts promptly.
- Ensure confidentiality of assessment materials.
- Maintain transparency with awarding bodies and regulators.

5. Responsibilities

- Head Teacher: Overall responsibility for policy implementation and escalation of unresolved conflicts. Ensure compliance with ISSR (Wales) Regulation 7 and report concerns to the Proprietor / Responsible Individual.
- ALNCo: Ensure learners with Additional Learning Needs are not disadvantaged by conflicts.
- DSP: Monitor safeguarding implications linked to conflicts of interest.
- Exams Officer: Maintain records and ensure compliance with awarding body requirements. Liaise with Qualifications Wales and relevant awarding bodies in the event of a declared conflict.
- All Staff: Declare any potential conflicts and complete annual training. Complete annual conflict of interest declarations in line with CIW and Qualifications Wales expectations.

6. Monitoring

- Policy reviewed annually by Head Teacher and Regional Lead.
- Conflicts logged and retained for one year after exam results.
- Reports escalated to awarding bodies where required.

7. Links to Other Policies

- Safeguarding Policy

Greenfields, Forge Road, Bassaleg, Newport, South Wales, NP10 8AT
,The Cambian Group

V2.0, Reviewed September 2025 (Next Review September 2026)

- Curriculum for Wales Policy
- Whistleblowing Policy
- Exams Policy

Headteacher:	Creslyn Singh	Date:	22 nd October 2025
Proprietor:	Rob McConomy	Date:	22 nd October 2025