

## Goostrey Pre-School CIO Conflict of Interest Policy



### **Scope of the Policy**

This policy applies to Goostrey Pre-School Trustees, Management and Staff.

### **Why we have a policy**

The trustees, management and staff have a legal obligation to act in the best interests of the Pre-School.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the charity.

Such conflicts may create problems; they can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the best interests of the Pre-School; and
- Risk the impression that the Pre-School has acted improperly.

Such conflicts can relate to financial or non-financial benefit for the Pre-Schools representative or their close family members.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

### **The declaration of interests**

Accordingly, we are asking the trustees and senior staff to declare their interests, in connection with their role in the charity. A declaration of interests form is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur. For trustees at the AGM and for management and staff at their annual appraisals.

If you are not sure what to declare, or whether / when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact one of the Chair of Trustees for confidential guidance. Interests will be recorded on the form attached and stored in a locked file at Pre-School.

The forms can be accessible to trustees, management and staff.

### **Data Protection**

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998 and GDPR. Data will be processed only to ensure that trustees and all staff act in the best interests of the company. The information provided will not be used for any other purpose.

## **Procedures for Dealing with a Conflict of Interest**

If an item on the AGM or trustees committee meeting might cause a conflict of interest for anyone present, they should declare it at the beginning of the meeting and be prepared to withdraw whilst the rest of the trustees decides what to do about this. It may be that the conflict is not considered to be significant, it may be so significant that the member will have to leave for that item or it may fall between those points e.g. the member can participate in discussion but not have a vote.

In the event of the trustees having to decide upon a question in which a trustee or member of staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and the decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested trustee members may not vote on matters affecting their own interests. All decisions under a conflict of interest will be recorded by the company secretary and reported in the minutes of the meeting.

The report will record:

- The nature and extent of the conflict;
- An outline of the discussion;
- The actions taken to manage the conflict.

There may be occasions where, on disclosure of a conflict of interest, interested parties are asked to absent themselves from the room for the relevant discussion. In this instance they will not take part in any vote or decision making that relates to the conflict of interest, and all decisions under a conflict of interest, and their absence will be noted in the minutes.

If a trustee works in a paid or voluntary role with a family member, due diligences checks will be put in place to ensure that no conflicts arise. Details of these checks will be noted in the minutes of each meeting.

This policy is meant to supplement good judgment, and staff, volunteers and trustees should respect its spirit as well as its wording.

## Goostrey Pre-School CIO Conflict of Interest Form

I ..... as a Trustee, Management or staff member have set out below my interests in accordance with the organisation's conflicts of interest policy.

Category	Please give details of the interest that applies to you.
Family links. Are you related to a family member linked to Pre-School. Trustee, Management or Staff member?	
Do you have a child at the setting?	
Are you employed outside of Pre-School. (Please give details) Does this cause any conflict to your employment or voluntary role within the Pre-School?	
Have you received payment other than wages during your employment/voluntary role this year?	
Do you have any connections through social media with the families of children at the setting?	
Do you provide babysitting services to any families linked to the setting?	
Gifts or hospitality offered to you by external bodies or families and whether these were declined or accepted in the last twelve months.	
Any other conflicts not covered by the above.	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed:

Position:

Date: