



## **CONFLICT OF INTEREST POLICY**

All staff, volunteers, and governing body of our school will strive to avoid any conflict of interest between the interests of the school, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the school's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and governing body.

Examples of conflicts of interest include:

- 1 A member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- 2 A member who is also on the committee of another organisation that is competing for the same funding.
- 3 A member who has shares in a business, or has close ties through family or friendship, that may be awarded a contract to do work or provide services for the school.
- 4 A member who is making an assessment decision on a user who is related to themselves.

Upon appointment each member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will be updated as appropriate.

During meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisations best interests and the committee members best interests or a conflict between the best interests of two organisations that the committee members is involved with.

If a disclosure is made, then the member will be asked to leave the room for a period of the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgement, and staff, volunteers and Governing Body members should respect its spirit as well as its wording.