



Conflict of Interest

Definition

A Conflict of Interest is a situation in which an individual has competing interests or loyalties. A conflict of interest can exist in several kinds of situations:

- With a public official whose personal interests conflict with his/her professional position,
- With an employee who works for one company but who may have personal interests that compete with his/her employment,
- With a person who has a position or authority in one organisation that conflicts with his or her interests in another organisation, and
- With a person who has conflicting responsibilities.

Examples

- A member of staff is related to a child within the provision,
- The manager of the provision has a close friendship with one of the families,
- A member of staff has a close relationship with the registered body of provision (i.e. the manager or a trustee)
- A member of staff holds a second employment,
- A member of staff has connection with families within their workplace through social networking,
- A member of staff provides baby-sitting services for a family at preschool.

A close relationship is defined as such by virtue of association, which is a family relationship, personal partnership, civil partnership or marriage. This may also apply to close friendships, guardianships (Godparent) or business partners.

Principles for Effective Professional Practice within the Workplace

- No employee should allow their outside activities to interfere with their work. They should not allow any conflicts between their duties or their private interest to affect their ability to carry out their duties effectively.
- No employee should make use of or exploit preschool, their connection with the preschool or information obtained in the course of their duties to further their own private interest.
- No employee should act in a manner likely to bring the provision into disrepute or effect the reputation of the business.
- Adults should be aware that behaviour in their personal lives may impact upon their work with children. Adults should understand that the behaviour and actions of their family members may raise questions about their suitability to work with children. *
- Employees should at all times follow their employers Code of Conduct (Staff Handbook). Employers have a duty to take reasonable steps to prevent conflict of interests within the workplace. i.e. redeployment of staff if related to a child in their care.

*Extracts taken from Guidance for Safer Working Practice for Adults who work with children and young people.



Conflict of Interest

Declaration of Conflict of Interest

You will be asked to sign this at every Supervision Meeting with your Manager.

Employee Full Name	
Job Title	

(1) Is there any relationship either internal or external which you feel could cause a potential or apparent conflict of interest?	Yes	No
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If Yes, please give details:

(2) Are you engaged in any other paid employment?	Yes	No
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If Yes, please give details:

(2) To your knowledge do you or any member of your family have a significant or influential relationship with any of the following: <ul style="list-style-type: none"> Families of the children in your care Member of the registered body (i.e. Manager or Trustee) Any other employee 	Yes	No
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If Yes, please give details:

I have read and understood the conflict of interest policy and I confirm that I have completed the declaration form to the best of my knowledge. I understand that if any information provided is found to be incorrect I may face disciplinary action. I understand that my employer may take necessary steps to prevent conflict of interests.

Staff signature		Date:	
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Information to be shared with:

- Trustee Committee
- Manager/Registered Person

This policy was adopted at a meeting of
Held on
Date reviewed
Signed on behalf of the Trustee committee
Name of signatory
Role of signatory (e.g. chair/owner)

Preston Community Preschool

Chair of Trustees