



Woodcote Pre-School Conflict of Interest Policy



Policy Statement

All staff, volunteers, and management committee members at Woodcote Pre-School, will strive to avoid any conflict of interest between the interests of the pre-school and their own personal, professional, and business interests. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy are to protect the integrity of the pre-school's decision-making process and to protect the integrity and reputation of volunteers, staff and committee members.

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

In the business of the preschool, the volunteers, staff or committee members will disclose any interests in a transaction or decision where there may be a conflict between the pre-school's best interests and their own best interests; or a conflict between the best interests of the organisations/people with whom that person is involved.

Definitions:

Family means your parents, parents-in-law, step-parents, husband, wife or partner, son, daughter, step-son, step-daughter, child of a partner, brother, sister, brother-in-law or sister-in-law.

Immediate Family means your husband, wife or partner.

Partner means any person with whom you co-habit as a spouse (and includes a same sex partner).

Examples of conflicts of interest include:

- A volunteer, staff member or committee member who is also a user of the pre-school who may decide whether fees should be increased.
- A volunteer, staff member or committee member who is related to/close friends with a member of staff and where decisions are to be made on staff pay and/or conditions.
- A volunteer, staff member or committee member who is also on the committee of another organisation who may be competing for the same funding.
- A volunteer, staff member or committee member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

During meetings, after we have been notified of any conflict of interest, any persons who have declared an interest will be asked to leave the room for any discussion involving the declared potential conflict of interest and will not be able to take part in the subject matter or the decision. Any such notification and the subsequent decision taken will be noted in the minutes.

This policy has been agreed by Woodcote Pre-School Committee	
Signed by the Pre-School Manager	
Signed on behalf of the Management Committee:	
This Policy was reviewed/reprinted on	