

Conflict of Interest Policy

The definition of a conflict of interest is:

A conflict between a person's private interest and their public obligation.

- Trustees/Committee Members have a duty to act in the best interest of Bierton Pre School.
- They must not use their position as a trustee/committee member for their own personal benefit.
- As a member of the board of management, trustees/committee members are responsible for the overall management of Bierton Pre School. In doing so, they must ensure the setting operates in a professional manner, meeting the needs of the children and their families.
- Trustees/committee members must understand the roles and responsibilities in respect of the children, staff and families who use the setting and recognise that at all times, must act in an appropriate manner to best represent Bierton Pre School.
- Trustees/committee members understand that no benefits from the charity including payment or preferential treatment will be received.
- Any trustees/committee members who have a financial interest – either directly or indirectly - in a matter under discussion should declare the nature of their interest and withdraw from the room, unless it has been previously agreed by the majority of the committee that they may speak.
- If a trustee/committee member has any interest in the matter under discussion, which creates a real danger of bias – that is – the interest affects them or a member of their household, they should declare the nature of their interest and leave the room, unless prior agreement has been sought.
- If a trustee/committee member has an interest which might reasonably cause others to think it could influence their decision, they should declare the nature of the interest but may remain in the room, participate and vote if they wish.
- If in doubt about the application of these rules, clarification should be sought from the Chairperson or the Charity Commission.
- It is recommended that trustees'/committee members' interests are recorded for future reference and to have a standard agenda item at the beginning of each committee meeting to allow trustees to declare any actual or potential conflicts of interests.

I, the undersigned trustee/committee member agree to the guidance laid out in this document.

Signed..... Print Name.....

Position..... Date.....

This policy was adopted by the Bierton Pre School Committee

Date: **26th June 2018**

Signed:

Name: SARAH HORNE

Role of signatory: CHAIR PERSON

Signed, all staff: