

## Conflict of Interest Policy

This policy is informed by the Christian values which are the basis for all of CDAT's work and any actions taken under this policy will reflect this.

*'Blessed are those who act justly, who always do what is right'*

*Psalm 106:3*

### Christ Church C of E Primary School, Moreton



Date agreed by LGB	Review Date of objectives	Signed Chair of LGB

*Love must be completely sincere. Hate what is evil, hold on to what is good. Love one another warmly as Christians, and be eager to show respect for one another. Work hard and do not be lazy. Serve the Lord with a heart full of devotion. Let your hope keep you joyful, be patient in your troubles, and pray at all times.”*  
*Romans 12:9-12*

### **Mission Statement**

***Together we can do all things through Christ who strengthens us***

Our mission is to love all children who are part of our community helping them develop respect, tolerance, self-confidence and to become the best they can be.

We will support our children to develop their God given gifts to the full and encourage a life-long passion for learning which will successfully lead them into secondary school and beyond.

As a church school at the heart of Moreton community, our work is underpinned by the Christian values of *friendship, humility, forgiveness, compassion, justice and service* which Jesus helps us to achieve.

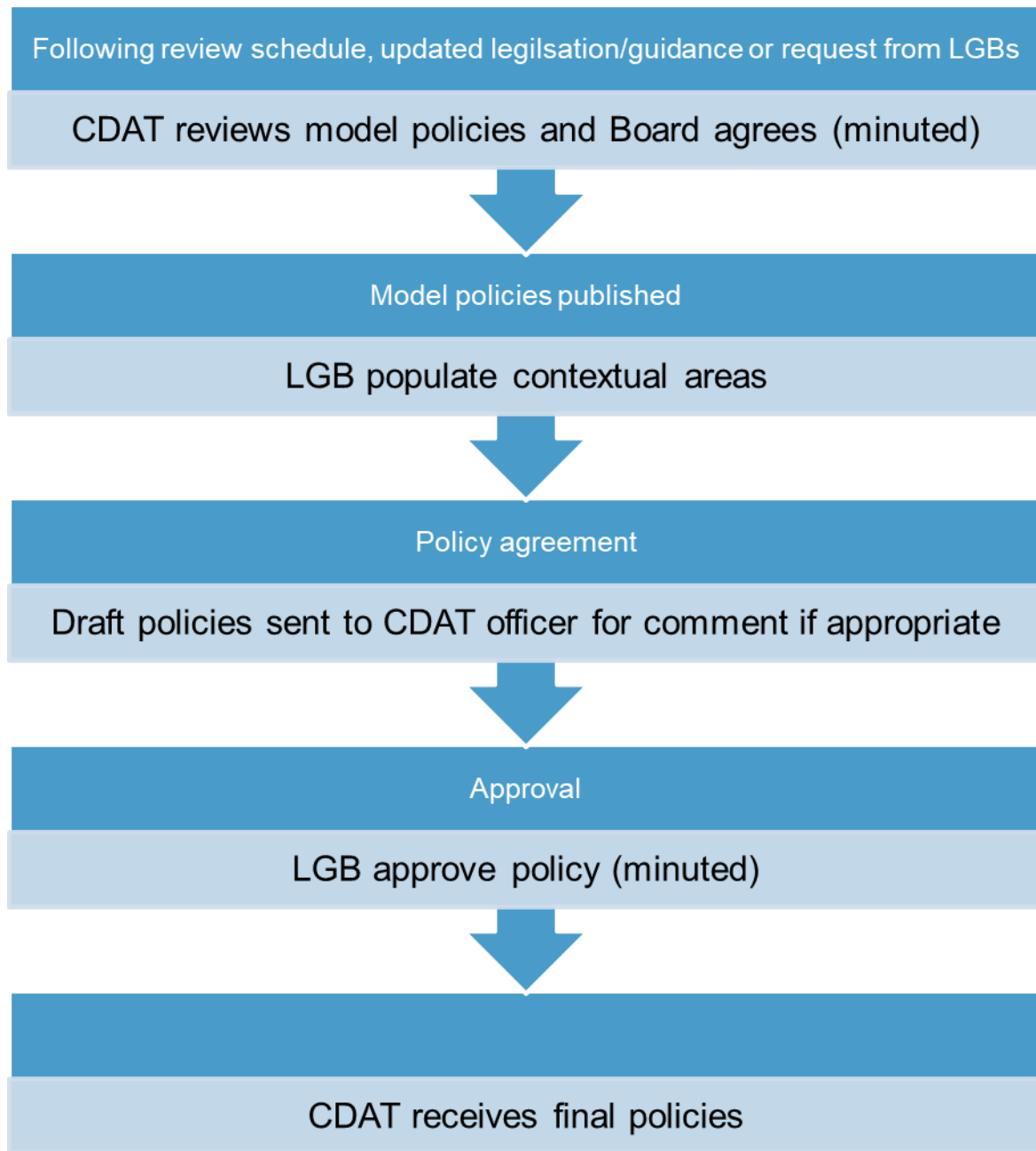
We are a welcoming, caring and inclusive school committed to working in partnership with parents, governors, Christ Church and Chester Diocese Academy Trust.

We strive to provide a rich and varied curriculum which reflects God’s concern for the whole child; promoting spiritual, moral, cultural, physical and emotional wellbeing alongside academic excellence and independence.

As a school community, we all work together to provide the very best for our pupils and families; firmly believing that:

*Together we can do all things through Christ who strengthens us*

## Policy Process



## 1. Policy Statement

The school is committed to the highest standards of ethical conduct and integrity in its business activities. This policy sets out the School's position if situations arise where school staff and governors at all levels have a conflict of interest in connection with their employment.

This policy applies to all school staff and Governors who are required to familiarise themselves and comply with this procedure, including any future updates that may be issued from time to time.

## 2. Background

The school is funded entirely from public funds through grants from central government. It is essential that the school can demonstrate the highest standards of probity in general, and specifically in relation to its dealings with third parties.

It is your responsibility to declare any **actual** or **potential** conflicts of interest. If you are in any doubt about whether an actual or potential conflict of interest exists, you should consult with the Head Teacher, Chair of Governors or CDAT.

This will safeguard you from the possibility of future criticism, and allow the school management and governors to plan the work you are involved in accordingly to avoid actual or potential conflicts of interest arising which could impact negatively on the School and potentially result in disciplinary action up to and including dismissal being taken against you.

A conflict of interest can arise if your outside activities, private, personal or financial interests influence or interfere with the decisions you make in the course of your work for the school, or appear to or could be perceived to influence or interfere with the decisions you make in the course of your work for the school.

## 3. Related Party Transactions

Within this context, outside activities, private, personal or financial interests include those that you or a family member or personal contacts may have.

These can include ownership of shares or a financial investment in a company or business, involvement in a company or business, or in a club or organisation, (whether these are open to the public or not) and include both employed and non employed roles and activities, including unpaid or voluntary positions within such organisations.

'Personal contacts' should be taken in its widest sense, and can include someone you play sport with, someone who is a member of the same club as you, or even a close personal relationship with a colleague.

All RPTs should be declared at every Governors' meeting.

## 4. Other Possible Conflicts

A conflict of interest can also occur where you have access to school information and use, or could be perceived as using, this information for personal gain or advantage.

A conflict of interest can also occur where you have access to school information and pass this information without authorisation to a family member, personal contact or an external organisation you are involved with, who then gain or could be perceived to gain an advantage or benefit by receiving this information.

You should not be involved in any employment matter including appointments or decisions relating to discipline, grievance, promotion or grading, or payment of additional expenses /overtime where you are related to an applicant or employee, or have a close personal relationship outside work with him or her.

Head Teachers, governors and employees should seek advice from Human Resources if they are in any doubt about whether they have a conflict of interest.

If the Head Teacher or Chair of Governors becomes aware of an actual or potential conflict of interest, which a member of staff or the governing body appears not to have raised, they should advise CDAT, raise the matter with the employee or governor and take appropriate action.

If information comes to light regarding your outside activities, private or personal interests, and the school considers that you should have made a declaration but chose not to do so, or if you did not fully disclose details of any potential conflict of interest, then disciplinary action up to and including dismissal may be taken against you.

## **5. Procedures**

Employees and Governors are required to complete a declaration form on an annual basis.

The Head Teacher is required to maintain a conflict of interest register which should be presented to Governors on at least an annual basis.

The register will be presented to governors on an annual basis and the outcome of any discussions and decisions will be minuted.

All completed Declaration of Interest forms will be placed on the employee's personal file, or in the Governors' File as appropriate.

## **6. Communication**

The Head Teacher will ensure that employees and governors are clear about the requirements of the Conflict of Interest policy. This should be discussed regularly at governing body and team meetings.