**Conflict of Interest Policy**

**Purpose of Policy**

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.

All staff, volunteers, and management at Rainbow Nursery, will strive to avoid any conflict of interest between the interests of the nursery and their own personal, professional, and business interests. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest. Anyone at any level can have a conflict of interest.

**Disclosure**

Upon appointment all staff, students and volunteers should 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 nursery, all staff, students and volunteers should disclose any interests in a transaction or decision where there may be a conflict between the nursery’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 board member who is also a user of the preschool who may decide whether fees should be increased.
* A volunteer, staff member or board 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 board member who is also on the committee of another organisation who may be competing for the same funding.
* A volunteer, staff member or board member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

A conflict of interest is not necessarily a problem. Conflicts and potential conflicts are not unusual and can generally be managed by putting in place simple measures and ensuring appropriate communication.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines*