



Colyton Caterpillars Early Education Early Years Conflict of Interest

This was agreed by trustees/staff:	
Date of last review:	May 2026
Date of next review:	May 2027
Reviewed by:	K.Clode

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 interest's 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 of authority in one organisation that conflicts with his or her interests in another organisation

- With a person who has conflicting responsibilities

Examples:

- A staff member is related to a Co worker, Management or Trustee i.e Mother and Daughter

- 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 the provision (i.e. proprietor, Manager)

- A member of staff holds a second employment

- A member of staff has connection with families within their workplace

- A member of staff provides baby sitting services for a family of the provision.

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 partner.

Principles for effective

Professional practice within the workplace

Any Safeguarding or Grievance at the setting we will seek immediate advice from Citation our external HR support.

- **No Management/Trustee will Supervise or lead a Disciplinary or Grievance to do with staff or children they are directly related to (see conflict of interest declaration below).**
- **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 the provision, their connection with the provision 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.**

Employees have a duty to disclose any potential or apparent conflict of interest which may affect their ability to carry out their role. Any employee who believes that they may have a conflict of interest should consult their Manager/Trustee.

Adults should always approve any planned social contact with children or families with management. Report and record any situation which may place a child at risk or which may compromise the setting or the own professional standing.

Employers have a duty to take reasonable steps to prevent conflict of interests within the workplace.