

# Ravenshall School

## Introduction

It is inevitable that real or perceived conflict of interest will arise in Ravenshall School. The aim of this policy is to provide guidance, procedures and processes on how to address the fundamental issues that arise from real and perceived conflict of interest.

## Scope

This policy applies to all Governors, staff and anyone acting on behalf of Ravenshall School.

## Why we have a policy

All Governors and staff have a legal obligation to act in the best interests of Ravenshall School and to avoid situations where there may be a potential conflict of interest as well as the perception of conflicts of interest.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of Ravenshall School. Such conflicts may create problems; they can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interest of Ravenshall School
- Risk the impression that Ravenshall School has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

## Appointments

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

## Managing meetings

At the beginning of meetings or activities, Governors and staff will disclose any interests in a decision where there may be a conflict between the schools best interests and the Governing Body member/staff member best interests or a conflict between the best interests of two organisations that the Body member/staff member is involved with. If in doubt the potential conflict must be declared anyway and clarification sought.

## The declaration of Interests

Accordingly, we are asking Governing Body Member/Staff to declare their interest, and any gifts or hospitality received in connection with their role in Ravenshall School. A declaration of interests form is provided for this purpose, listing the types of interest which should be declared.

To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur.

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If one is not sure what to declare, or whether/when a declaration needs to be updated, please err on the side of caution.

## **Data protection**

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that Governing Body Member/Staff and senior staff act in the best interests of Ravenshall School. The information provided will not be used for any other purpose.

## **What to do if one is faced a Conflict of Interest**

If you are the Parent/carer of someone who uses Ravenshall School's services, you should not be involved in a decision that directly affects the service that you, or the person you care for, receive(s). You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason. You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal. If you fail to declare an interest that is known to Ravenshall School and/or the chair of the Governing Body, the School or the chair will declare that interest.

## **Decisions taken where a Governing Body Member or Member of Staff has an interest**

In the event of the Governing Body having to decide upon a question in which a member of staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested Governing Body members may not vote on matters affecting their own interests.

Once a conflict has been declared:

1. The Body Member or staff who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
2. The Body Member who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Body Members is present at the meeting;
3. The other Body Members who have no conflict of interest in this matter may consider it is in the interests of the school to authorise the conflict of interest in the circumstances applying;
4. Any such disclosure and the subsequent actions taken will be noted in the minutes.

All decisions under a conflict of interest will be recorded by the Governing Body Secretary and reported in the minutes of the meeting. The report will record:

1. The nature and extent of the conflict;
2. An outline of the discussion;
3. The actions taken to manage the conflict.

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## Managing Contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest.

This policy is meant to supplement good judgement, and staff, Body Members/Staff should respect its spirit as well as its working.

Signed \_\_\_\_\_

Date Adopted: \_\_\_\_\_

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### Register of Interest

#### Declaration of Interest

Please complete this form to register any actual or perceived interest you might have that may lead to a conflict of interest or may directly or indirectly undermine the confidence of colleagues, stakeholders or the general public in Ravenshall School.

Complete on form for each member of the committee or staff and file with the minutes.

Person or organisation	Nature of relationship and/or Nature of conflict of interest

Name \_\_\_\_\_

Position \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Policy reviewed October 2019