



Ickburgh Conflict of Interest Procedure

May 2020

To be reviewed May 2021

It is the duty of every member of staff to accurately and promptly disclose:

- a change in status of an existing actual, perceived, or potential conflict of interest and/or commitment.
- a new actual, perceived, or potential conflict of interest and/or commitment.

Apparent or perceived conflicts of interest can be as damaging as actual conflicts of interest. Staff should consult their line manager if they are uncertain about whether a situation or activity presents a conflict of interest. The line manager shall evaluate the activity or situation and advise on the most appropriate course of action.

The general rule is that disclosure should be made at the time the conflict first arises, or it is recognised that a conflict might be perceived, in writing to the line manager. If the line manager has an interest in the matter to be discussed, the disclosure shall be made to the person at the next higher level of authority. In most cases this will be to the Head Teacher.

Disclosure in all cases shall include the type of potential conflict, the nature of the activity, a description of all parties involved and any other information which the employee feels necessary to evaluate the disclosure

Many situations will require nothing more than a declaration and a brief written record of that declaration, which must be held in the School's records.

Some instances will however need to be dealt with by agreeing how the conflict can be actively managed to eliminate the conflict, safeguard against prejudice toward ASDAN activities and provide continuing oversight. The approach adopted should be documented in a management plan and copies provided to the relevant parties. A copy of the final plan must be held in the School's records. One or more of the following strategies may be appropriate to manage the conflict of interest:

- not taking part in discussions of certain matters;
- not taking part in decisions in relation to certain matters;
- referring to others certain matters for decision;
- resolving not to act as a particular person's supervisor;
- publishing a notice of interest;
- standing aside from any involvement in a particular project; and/or

It is the responsibility of those affected to comply with the approach that has been agreed.

Failure to follow the procedure set out in this policy or failure to comply with any stipulated management plan for managing the disclosed conflict will be considered a serious matter and may lead to disciplinary action being taken against the individual.

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Hackney