

Pontypridd High School



Conflict of Interest

Date Reviewed: 17/02/17

CONFLICT OF INTEREST POLICY PONTYPRIDD HIGH SCHOOL

Pontypridd High School Governors have a legal obligation to act in the best interests of the School at all times. Staff and volunteers have similar obligations. This policy is designed to protect both the School and its Governors from any appearance of impropriety. It is also intended to ensure that no real or perceived conflicts of interests arise from a Governor's personal, professional or family interests and/or loyalties could lead to a conflict with those of the School. The policy also reflects that the Board will include parents of existing pupils who will inevitably have an interest in decisions made which will impact on their children's education, policies which might affect their children and on the fees paid.

The School will Monitor:

- **Contracts/Suppliers**

Individuals should declare any relatives or partners, or friends who are engaged in a business, which either currently provides services to your School, or schools with which your school collaborates or is federated to, or may do so in the future. This is in order to minimise the risk of suspicion that some influence may be exerted over a particular customer as to the choice of provider, or that the provider gained advantage in terms of information received.

- **Interests in companies and securities**

Individuals should list all companies or other bodies that are active in the school's area and in which they have a substantial interest. A company or body is active in the school's area if it has land or business in that area. An individual has a substantial interest if they own shares or other securities in the company.

- **Interests in other educational establishments**

Some individuals may be serving on more than one governing body, if this is the case a list of all establishments where they are a governor should be declared.

- **Family members associated with the school**

Individuals should give details of any family members, or a partner, involved with the school, either working as a member of staff or volunteering as a governor or any other position.

If you have a child attending the school please disclose that you are a parent but it is not necessary to name the child on the form. Although it is clear that parent governors will have a child attending the school other categories of governor may also be parents of children in the school.

- Friends or Family members applying for a position at the school

If you become aware of a member of the family or friend applying for a position of employment or on the governing body of the school you must declare it and not be involved in the recruitment process.

- Employment, office, trade, profession or vocation

Individuals should declare other employment or business, regardless of whether a conflict of interest is anticipated. There may be an indirect impact on the School.

You must not work privately for personal gain for a service user/pupil unless you have written consent from your Headteacher. Suitability of such work may depend on the scale of the work, the impact it has on performance and whether there is any potential for the individual to be perceived as taking advantage of their position to generate work.

You must not undertake any work in connection with additional employment within school time or using school resources. The school is entitled to ownership of intellectual property e.g., copyright of material produced by you in the course of your duties.

- Gifts and Hospitality

Individuals who accept gifts in excess of £10 or any hospitality from a parent, supplier or contractor to the school should declare it. Where gifts above this value or hospitality are offered or if there is any concern that a donor is trying to gain favour then they should be politely refused.

- Organisations

You are required to disclose any personal interest that may conflict with the County Council's interests e.g. representative of an organisation which may seek to influence schools policies

- Secret Societies

You must declare in writing any membership of secret societies. The definition of a secret society is:

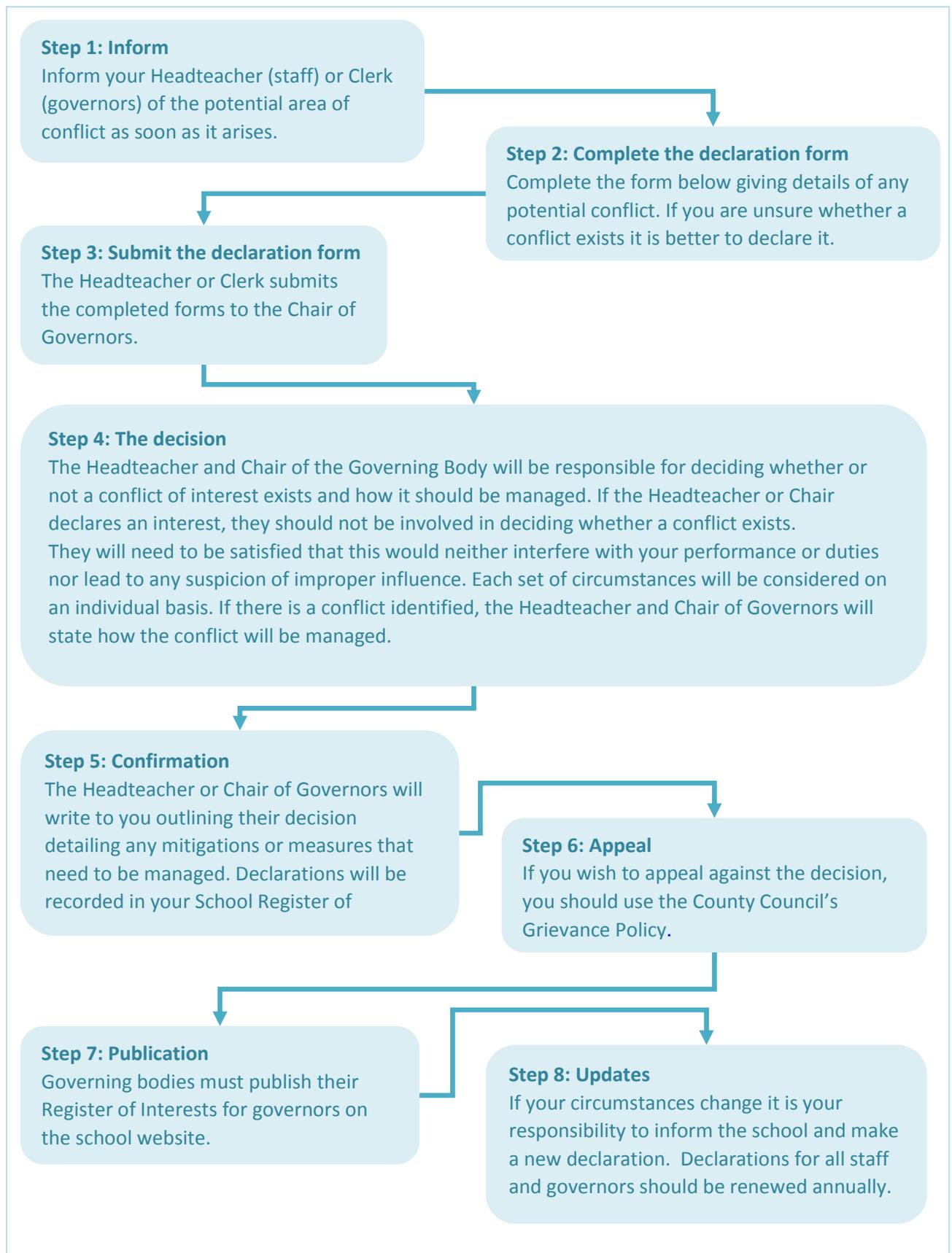
"A lodge, chapter, society, trust or regular gathering or meeting, which:

- a) is not open to members of the public who are not members of that lodge, chapter, society or trust;
- b) includes, as a requirement of the grant of membership, an obligation on the part of the member to make a commitment (whether by oath or otherwise) of allegiance to the lodge, chapter, society, gathering or meeting and;
- c) includes, whether initially or subsequently, a commitment (whether by oath or otherwise) of secrecy about the rules, membership or conduct of the lodge, chapter, trust, gathering or meeting."

- **Criminal Offences**

You must declare if you are arrested/convicted/cautioned in respect of any offence as soon as possible. Minor driving offences such as fixed penalty notices do not need to be declared unless it results in disqualification from driving or driving is a key requirement of your role.

Making a declaration process



Declaration of interests for governors and staff.

The information given on this form will be shared with the Chair of the Governing Body and Headteacher, who will need to be satisfied, in giving their consent that the declaration would neither interfere with the employee's/ governors performance or duties nor lead to any suspicion of improper influence. Each set of circumstances will be considered on an individual basis.

This form should be completed by all governors and staff.

Name	
Role in the school	
School name	

Part 1 – to be completed by the governor or employee

Please outline your declaration OR state 'Nil Return' below. It is then your responsibility to pass this form to your Headteacher (staff) or Clerk (governors).

Signature		Date	
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Part 2 – to be completed by the Headteacher & Chair of Governors

Please detail any supporting information with regard to the declaration. This should include and detail how the conflict will be managed.

Authorised? (delete as appropriate) Yes No

Additional comments

Authoriser's signature		Date	
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