



Conflict of Interest Policy

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 interests 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 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 through social networking.
- A member of staff provides babysitting services for a family of the provision.

Practice

- 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 Allsorts, their connection with Allsorts 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 Allsorts into disrepute or effect the reputation of the business.
- Adults should be aware that behaviour in their personal lives may impact upon their work with children. Adults should understand that the behaviour and actions of their family members may raise questions about their suitability to work with children.

- 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 and complete a declaration of conflict of interest form.
- 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. i.e. re-deployment of staff if related to a child in their care.

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