

Employment

2.7 Conflict of interest

Statement for St Joseph's Out of School Club

St Joseph's Out of School Club recognises that at times there may be a potential for conflict of interest. There is a legal requirement for all individuals (staff, volunteers, parents and committee members) that an individual must declare a conflict of interest immediately they are aware of any possibility that their personal or wider interests could influence their decision-making. In recognising this, this policy is in place to best avoid/manage such situations.

Aim

The aim of this policy is to minimise any conflict of interest for staff, volunteers, parents and committee members at St Joseph's Out of School Club.

3-Step approach

The Out of School Club adopts a 3-step approach of identify, prevent and record.

- The Out of School Club keeps a written record of the conflict of interest and how it was dealt with in the minutes of committee meetings (as they arise). The minutes will explain:
 - what sort of conflict of interest it was;
 - which staff member, volunteer, parent or committee member were affected; o if any conflict of interests were declared in advance;
 - an outline of the discussion;
 - if anyone withdrew from the discussion; and
 - how the meeting made the decision in St Joseph's Out of School Club's best interests.

Method

St Joseph's Out of School Club will work towards the above objective through:

- No staff, volunteer or committee member should allow their outside activities to interfere with their work at St Joseph's Out of School Club.
- No staff, volunteer or committee member should allow any conflicts between their duties or their private interest to affect their ability to carry out their duties effectively.
- No staff, volunteer or committee member should make use of or exploit the Out of School Club, their connection with the Out of School Club or information obtained in the course of their duties to further their own private interest or gain.
- No staff, volunteer, parent or committee member should act in a manner likely to bring the Out of School Club into disrepute or effect the reputation.
- Staff, volunteers and committee members must disclose any potential or apparent conflict of interest that may affect their ability to carry out their role.
- If a member of staff, volunteer or committee member feels there is a conflict of interest, they must raise it with their line manager or Chairperson, and a declaration of conflict of interest form is completed (see Appendix 1).
- If a meeting is arranged where a conflict of interest could arise, then the member of staff, volunteer, parent or committee member may be excused as decided by the Committee or Chair person. This must be documented in the meeting minutes.
- Staff, volunteers and committee members will not discuss any personal information relating to any child or other staff members outside of Out of School Club business, either verbally or via other forms of media (eg. social network sites, text messages, etc).
- Information to do with the employment of staff or volunteers, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

- St Joseph's Out of School Club works in line with and refers to the General Data Protection Regulations 2018 and the Data Protection Act 2018 and seeks advice when needed from the Information Commissioner's Office (ICO).
- Adults should be aware that behaviour in their personal lives may impact on 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.
- Staff 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 Out of School Club or their own professional standing.
- St Joseph's Out of School Club has a duty to take reasonable steps to prevent conflict of interests within the workplace, ie. the redeployment of staff related to a child in their care.

All the undertakings above are subject to the paramount commitment of St Joseph's Out of School Club, which is to the safety and well-being of the children who attend the Out of School Club.

Any completed conflict of interest forms will be kept with the Out of School Club's Single Central Record.

Further guidance

- Manage a conflict of interest in your charity (Charity Commission, published 23 May 2013)
- Information Commissioner's office www.ico.org.uk; helpline: 03003 123 1113 (Mon to Fri 9am-5pm).

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023

St Joseph's Out of School Club
Register of conflict of interests

Person or organisation	Nature of relationship and/or nature of conflict of interest
<i>Example: Josephine Bloggs, staff</i>	<i>parent of child attending Out of School Club</i>
<i>Example: Millhouse Playing Field Association</i>	<i>Committee member</i>

Name:

Position:

Signed:

Date:

NB: complete one form for each staff member, volunteer, parent or committee member and file with the associated minutes.