



## Conflict of Interest Policy

Bradpole Pre-school's Committee are responsible for the overall management of the setting and, in doing so, meeting the early years education of children attending the setting.

The aim and purpose of this policy is to protect both the preschool and the management committee from impropriety or the appearance of the same. The policy intends to ensure every committee member understands what constitutes a conflict of interest and their responsibility, to recognise and declare them if they arise.

The following must be agreed to and understood by all committee members.

- Any committee member who has a financial interest in a matter under discussion should declare the nature of their interest and withdraw from the situation, unless it has been previously agreed by a majority of the committee that they may speak.
- If a committee member has any interest in the matter under discussion, which creates a danger of bias, that is, the interest affects their, or a member of their household, more than the majority affected by the decision they should declare the nature of the interest and withdraw unless a prior agreement is made.
- If a committee member has any other interest which does not create a danger of bias, but which might reasonably cause others to think it could influence their decision, they should declare the nature of the interest but may remain in the room, participate in the discussion and vote if they wish.
- If in any doubt about the application of these rules they should consult with the chair or contact the Charity Commission for advice (contact details below).
- It is recommended that a committee member's interest is recorded for reference.
- The management committee reserves the right to restrict the role undertaken on the committee or decline membership.

Any information provided in regards to a conflict of interest will be recorded and processed in accordance with data protection. Data will be collected to ensure that the management committee act within the best interests of the charity and will not be used for any other purpose than addressing the conflict of interest.

Charity commission contact number - 0300 066 9197

**This policy was adopted at a meeting of: The Committee of Bradpole Preschool**

**Held during the Autumn Term 2025**

**Date to be reviewed: Autumn Term 2026**