



Conflict of Interest Policy

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Policy statement

Bradpole Preschool's Management Committee is responsible for the overall management and governance of the setting and, in doing so, for supporting the delivery of high-quality Early Years education and care for the children attending the preschool.

The aim of this policy is to protect both the Preschool and members of the Management Committee from impropriety, or the appearance of impropriety, and to ensure that decisions are made in the best interests of the Preschool and the charity at all times.

This policy ensures that all committee members understand:

- what constitutes a conflict of interest;
- their responsibility to identify and declare conflicts of interest; and
- the procedures to follow where a conflict arises.

Bradpole Preschool is committed to promoting transparency, accountability, and integrity in all areas of governance and decision-making.

Legislation and guidance

This policy is based on the following legislation and guidance:

- Charities Act 2011
- Charity Commission guidance on conflicts of interest
- Early Years Foundation Stage (EYFS) Statutory Framework (effective from September 2025)
- Equality Act 2010
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

Procedures

The following requirements apply to all members of the Management Committee:

- Any committee member who has a financial interest in a matter under discussion must declare the nature of their interest and withdraw from the discussion and decision-making process unless the committee has previously agreed that they may remain to provide information.
- If a committee member has an interest in a matter under discussion which could create a risk of bias, or where the interest affects them, or a member of their household, more than the general membership or wider community, they must declare the nature of the interest and withdraw from the discussion and decision-making process unless otherwise agreed by the committee.
- If a committee member has another interest which does not create a direct conflict or risk of bias, but which could reasonably be perceived by others as influencing their decision-making, they should declare the nature of the interest. The committee will then decide whether the individual may remain involved in the discussion or vote.
- If a committee member is uncertain whether a conflict of interest exists, they should seek advice from the Chairperson or contact the Charity Commission for guidance.



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- All declared interests and decisions relating to conflicts of interest should be recorded within committee meeting minutes or a separate register of interests.
- The Management Committee reserves the right to restrict a committee member's involvement in discussions, decisions, or particular responsibilities where a conflict of interest is identified.

Confidentiality and data protection

Any information disclosed in relation to a conflict of interest will be recorded and processed in accordance with the Data Protection Act 2018 and UK GDPR.

Information will only be collected and used for the purpose of ensuring that the Management Committee acts in the best interests of the Preschool and the charity. Information will not be used for any unrelated purpose.

Charity Commission contact details

For further advice regarding conflicts of interest, committee members may contact:

[Charity Commission for England and Wales](https://www.charitycommission.gov.uk/)

Telephone: 0300 066 9197

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Summer Term 2027