



Little Squirrels Pre-School
Kilndown Village Hall
Church Road
Kilndown
Kent
TN17 2SF
1 September 2016

Conflict of Interest policy: Kilndown Pre-school Learning Group

Definition of conflict of interest:

A conflict between a person's private interest and their public obligation.

- Trustees/Committee Members have a duty to act in the best interest of the charity.
- They must not use their position as a trustee/committee member for their own personal benefit.
- As a member of the board of management, trustees/committee members are responsible for the overall management of the setting. In doing so they must ensure the setting operates in a professional manner, meeting the needs of the children and their families.
- Trustees/committee members must understand the roles and responsibilities in respect of the children, staff and families who use the setting and recognise that at all times must act in an appropriate manner to best represent the setting.
- Trustees/committee members understand that no benefits from the charity including payment or preferential treatment will be received.
- Any trustee/committee members who have a financial interest - either directly or indirectly - in a matter under discussion should declare the nature of their interest and withdraw from the room, unless it has been previously agreed by the majority of the committee that they may speak.
- If a trustee/committee members has any interest in the matter under discussion, which creates a real danger of bias – that is – the interest affects them or a member of their house hold, they should declare the nature of their interest and leave the room, unless prior agreement has been sort.



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- If a trustee/committee members has an interest 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 and vote if they wish.
- If in any doubt about the application of these rules, clarification should be sort from the Chair of trustees or the Charity commission.
- It is recommended that trustee's/committee members interests are recorded for future reference and to have a standard agenda item at the beginning of each trustee meeting to allow trustees to declare any actual or potential conflicts of interests.

I the undersigned trustee/committee member agree to the guidance laid out in this document: