

Stanley School Conflict of Interest Procedure

1. Procedure

- 1.1 If you consider there may be a conflict of interest you should complete the Conflict of Interest Declaration Form. The Declaration Form is available from The School Business Manager and should be submitted to the Head Teacher. If the Head Teacher considers there may be a conflict of interest their form should be submitted to the Chair of Governors and then onto the Governing Body for consideration.
- 1.2 In the case of the Head Teacher the form should be submitted to the Chair of Governors and then onto the Governing Body for consideration.
- 1.3 You will be notified in writing within 10 working days of any further proportionate actions you will be required to undertake regarding your conflict of interest.
- 1.4 There may be occasions where the conflict declared presents serious concerns about the employee's or governor's continued ability to perform the full range of their duties. In such circumstances, a meeting will be arranged to discuss the issue in detail with the governing body and the employee. The employee may be accompanied at this meeting.
- 1.5 This process is also set out in a flowchart.

2. Nil Returns

- 2.1 Nil returns are required from all staff and governors on an annual basis.

3. Review of Approval

- 3.1 If there are any material changes which affect your declared conflict of interest in the interim period, this should be reported immediately to the Head Teacher or Chair of Governors. This is the responsibility of the employee.

4. Monitoring and Compliance

- 4.1 The Head Teacher will maintain a register of conflict of interest declarations.
- 4.2 The register will be presented to governors on an annual basis and the outcome of any discussions and decisions will be minuted.
- 4.3 All completed Declaration of Interest forms will be placed on the employee's personal file, or in the Governors' File as appropriate.