



Conflict of Interest Policy

All Company employees have a responsibility to maintain public confidence in their ability to Safeguard the welfare and best interest of children and other adults. It is therefore expected that you adopt and promote a high standard of personal and professional conduct at all times.

All employees that come into contact with children, parents, staff or anybody else in the general public need to understand and be aware that safe practice also involves using judgment and integrity about behaviours and conduct in places other than the work setting.

Conflict of Interest

Definition:

A conflict of interest is a situation in which an individual has competing interests or loyalties.

A conflict of interest can exist in several kinds of situations.

- When an employee's personal interests' conflict with his/her professional position.
- When an employee has conflicting responsibilities.

Examples:

- An employee is related to a child within the setting.
- An employee has a close friendship/relationship with a family within the setting.
- An employee has or develops a close friendship/relationship with a member of staff within the setting.
- An employee has a close friendship/relationship with the registered body of the provision (i.e. proprietor, manager, chief executive).
- An employee has connections with families within the setting through social networking.

A close relationship is defined as such by virtue of association, which is a family relationship, personal partnership, civil partnership, or marriage. This may also apply to close friendships, guardianships, or business partners.

Principles for effective Professional practice in the workplace:

- No employee should allow their outside activities to interfere with their work. They should not allow any conflicts between their duties or their private interest to affect their ability to carry out their duties effectively.
- No employee should make use or exploit the setting, their connection with the setting or information obtained in the course of their duties to further their own private interest.
- No employee should act in a manner likely to bring the company into disrepute or effect the reputation of the business.
- Employees need to be made aware that behaviour in their personal lives may impact upon their work with children. Employees should understand that their behaviour and actions of their family members may raise questions about their suitability to work with children.
- Employees have a duty to disclose any potential or apparent conflict of interest which may affect their ability to carry out their role. Any employee who believes that they may have a



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conflict of interest should consult their line manager and complete a declaration of conflict of interest form.

- Employees should always approve any planned social contact with children and families with their line manager. Report and record any situation which may place a child at risk, or which may compromise the setting or their own professional status.
- Employees should at all times follow their employers code of conduct. Employers have a duty to take reasonable steps to prevent conflict of interests within the workplace and seek further advice and guidance from their line manager if needed.

As well as 'real' conflicts of interest it is important that employees are aware of the perspective of others and, therefore any interest which could be perceived to give an appearance of bias, or where misuse of position could reasonably be inferred must also be declared.

We live in a world of social media, and much of what we do includes some use of social media at some point. We ask that employees are mindful of what they post on their social media and be mindful of perceptions and the 'potential' to bring the company into 'disrepute'. It is not acceptable for staff to have parents as friends on Facebook, Instagram etc. Please see your direct line manager if further clarification is needed.

Please note: This policy is not exhaustive and merely highlights principles and factors that may be considered in terms of conflict of interest.

Also, this policy is in place to safeguard staff against situations that are 'unavoidable'. This policy is not to be used for situation that can be prevented or avoided.

This policy was adopted on	Signed on behalf of the nursery	Date for review
August 2025	Kate McLeod	August 2026