



**Playhouse Pre-school
Broadwater**

Conflict of Interest in the Workplace Policy

Statement of intent

All adults working with children 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 staff adopt and promote a high standard of personal conduct.

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:

- with a public official whose personal interests conflict with his/her professional position
- with an employee who works for one company but who may have personal interests that compete with his/her employment
- with a person who has a position of authority in one organisation that conflicts with his or her interests in another organisation
- with a person who has conflicting responsibilities

Examples:

- A member of staff is related to a child within the provision
- The Manager of the provision has a close friendship with one of the families
- A member of staff has a close relationship with the registered body of the provision (i.e. Manager)
- A member of staff holds a second employment
- A member of staff has connection with families within their workplace through social networking
- A member of staff provides baby-sitting services for a family of the provision

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 (Godparent) or business partners.

Principles for effective professional practice within 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 of or exploit the provision, their connection with the provision 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 provision into disrepute or effect the reputation of the business.
- Adults should be aware that behaviour in their personal lives may impact upon their work with children. Adults should understand that the 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. All employees complete a conflict of interest form and any declaration made is discussed with Pre-School Manager.
- Adults should always approve any planned social contact with children or families with Line Managers. Report and record any situation which may place a child at risk or which may compromise the setting or their own professional standing.
- 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. i.e. re-deployment of staff if related to a child in their care.
- The pre-school is not responsible for any private arrangements or agreements that are made: such agreements are between the staff member and families. However, we do expect staff members to inform us if they are babysitting or caring for a child that attends the pre-school outside of the setting.
- We will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising out of the staff member's private arrangements outside of pre-school hours. The staff member will not be covered by the pre-school's insurance whilst babysitting as a private arrangement
- Out of hours work arrangements must not interfere with the staff member's employment at the pre-school
- All staff are bound by contract of the Confidentiality Policy and Data Protection Act that they are unable to discuss any issues regarding the pre-school, other staff members, parents or other children.
- The pre-school has a duty of care to safeguard all children, attending the setting, so if a staff member has some concerns for a child following a private babysitting type arrangement, they need to pass these concerns on to the Pre-school's Safeguarding Officer.

This policy was agreed by the staff of Playhouse Pre-School Broadwater.

Adopted on 26th March 2015 and will be reviewed annually.

Reviewed on 6th November 2025 by Z. Munford