



Path4 Independent School

Conflict of Interest Policy

1. Policy Statement

Path4 Independent School is committed to conducting its activities with integrity, transparency and fairness. Staff, Management Committee, and others acting on behalf of the school are expected to put the interests of the school and its students first. A conflict of interest—whether actual, potential, or perceived—can undermine trust, decision-making, and the reputation of the school.

This policy sets out how conflicts of interest will be identified, declared, and managed.

2. Purpose

The purpose of this policy is to:

- Protect the integrity and reputation of Path4 Independent School.
- Ensure decisions are made in the best interests of students and the school community.
- Provide clear guidance for staff, Management Committee and volunteers about recognising and handling conflicts of interest.

3. Scope

This policy applies to:

- Management Committee and trustees.
- Senior leadership team and all employees.
- Volunteers, contractors, and any individuals involved in school decision-making.

4. Definition of a Conflict of Interest

A conflict of interest occurs when an individual's personal, professional, financial, or other interests could interfere with, or be perceived to interfere with, their duties and responsibilities to the school.

Examples include (but are not limited to):

- Personal or family relationships influencing recruitment, promotion, or procurement decisions.
- Financial interests in organisations providing goods or services to the school.
- Using school resources or information for personal gain.

- Holding external positions or business interests that could conflict with school responsibilities.

5. Responsibilities

- **Management Committee and Trustees:** Must declare conflicts of interest at the start of meetings and ensure these are recorded in the register of interests.
- **Staff:** Must disclose any conflict to their line manager or the Headteacher as soon as it arises.
- **Headteacher and SLT:** Responsible for managing declared conflicts and ensuring fair processes are in place.

6. Managing Conflicts of Interest

Where a conflict is declared:

- It must be recorded in the school's **Register of Interests**.
- The individual may be required to withdraw from related discussions or decisions.
- In procurement, at least three competitive quotes/tenders should be sought to ensure fairness.
- In recruitment, any personal connection to an applicant must be disclosed and the individual must not take part in the decision-making process.

If an undeclared conflict is discovered, it will be treated as a potential disciplinary matter.

7. Transparency

- A **Register of Management Committee' Interests** will be maintained and published in line with regulatory requirements.
- Staff declarations will be kept confidential but accessible to the Headteacher and governing body as appropriate.

8. Breaches of Policy

Failure to declare or appropriately manage a conflict of interest may result in:

- Disciplinary action (for staff).
- Review of position or removal (for Management Committee/trustees).
- Termination of contracts or volunteer arrangements (for external parties).

9. Monitoring and Review

- The Register of Interests will be reviewed annually and updated as needed.
- This policy will be reviewed by the governing body every two years, or sooner if legislation or best practice requires.

Approved by Management Committee: 21/08/25

Next Review Date: 20/09/2025

