Cantonian High School
Ysgol Uwchradd Cantonian

UNDER REVIEW
NOVEMBER 2026

THE BEST FROM EACH
SUCCESS FOR ALL

Conflict of Interest Policy

New Policy November 2021

All policies are available on request in large print format or translated into Welsh or community language

This policy was adopted by Governors on 26 November 2021

Contents

Introduction 3

Definition 3

Disclosure 5

Policy Review 5

UNDER REVIEW - DEADLINE 10 DECEMBER 2026

Introduction

It is the policy of Cantonian High School that members of staff must be free from conflicts of interest that could adversely affect their judgement or objectivity in conducting their work for the school. Cantonian High School recognises that members of staff may take part in legitimate financial, business, charitable and other activities outside of their Cantonian High School roles, but any potential conflict of interest raised by those activities must be acknowledged, disclosed, and in relevant cases properly managed.

It is the responsibility of each individual to recognise situations in which they have a conflict of interest, or might reasonably be seen by others to have a conflict, to disclose this conflict and to take such further steps as may be appropriate and set out in more detail under the statements below.

Definition

A conflict of interest may generally be defined as a conflict between the official responsibilities of a member of staff and any other interests the particular individual may have, and as such could compromise or appear to compromise their decisions.

A conflict of interest exists where:

- Cantonian High School's interests in any work or activity undertaken by it, on its behalf, or by a member of its group, has the potential to lead it to act contrary to its interests in the development, delivery and award of qualifications or in procurement or the negotiations and awarding of contracts.
- A person who is connected to the development, delivery or award of qualifications by Cantonian High School, or to procurement or the negotiations or awarding of contracts by Cantonian High School has interests in any other activity which has the potential to lead that person to act contrary to his or her interests in that development, delivery, award, procurement or contract.
- An informed and reasonable observer would conclude that either of the above situations was the case.

For example:

- Members of staff working with a business outside of Cantonian High School that is in direct competition with them.
- Members of staff participating in the appointment, promotion, supervision or evaluation of a person with whom the person has close or familial ties.
- Members of staff having a close or familial relationship with a Cantonian High School registered learner, or learner's family, whilst being involved in decisions about the outcome of their qualification.
- Members of staff having a close or familial relationship with a person linked to a business which Cantonian High School may consider for procurement or other contracts.
- Members of staff using non-public Cantonian High School information or Cantonian High School learner data for personal gain or advantage.

UNDER REVIEW - DEADLINE 10 DECEMBER 2026

- Members of staff employed by Cantonian High School being taught/assessed by another member of staff.

UNDER REVIEW - DEADLINE 10 DECEMBER 2026

The existence of such interests as those outlined above does not necessarily imply conflict, but is likely to give an appearance of conflict and as such should be declared.

Disclosure

It is the duty of all members of staff to disclose any actual or potential conflict of interest, and the process for doing this is documented below:

- All members of staff should complete the Conflict of Interest Form contained within the Conflict of Interest Policy. This should be on appointment or when a new conflict arises.
- The information held on the Conflict of Interest Form is then transferred to a Register of Interests document which is maintained by a designated person at Cantonian High School.
- If the individual concerned has any changes to their declared circumstances, they must inform their Line Manager immediately in writing, so that the conflict of interest can be evaluated, and the Register updated.
- The information submitted is then evaluated to identify if any further action is required and a written record of the outcome of the evaluation is kept.
- The school will remind staff of their responsibilities on an annual basis.

Most situations require no further action than the completion of the Conflict of Interest form. In some instances, however, the information declared on the form will require some follow up action, in order for the conflict of interest to be managed appropriately.

The approach agreed between the Line Manager and the member of staff will be documented and held with the Conflict of Interest Form.

Examples of actions that could be taken:

- Individual not taking part in discussions or decisions of certain matters.
- Referring certain matters for decision to others with no vested interest.
- Agreeing not to be involved in a particular project or with a particular centre.
- Declaring an interest when it is appropriate to do so.

Policy Review

This policy will be reviewed every three years.

Agreed by Headteacher:

Agreed by Chair of Governors:

Date of Issue: Autumn 2021
Date for Review: Autumn 2024

UNDER REVIEW - DEADLINE 10 DECEMBER 2026