

## **Employee Declaration of Interests**

**(To be completed by new employees and updated annually by other employees)**

### **General Instructions**

We are collecting this information to manage conflicts of interest effectively. Managing conflicts of interest protects both the school and you, the employee.

Your information will be used to ensure that both parties are properly safeguarded in this respect. Your information will be stored on file for the duration of your employment with the school and will only be shared with parties involved in managing fraud, maladministration, and malpractice risks. Your information will not be shared without reasonable cause.

This form must be completed upon appointment, when there is a change in circumstances and regardless of any changes, re-completed annually. This form must be completed annually even if there have been no changes and even if there are no interests to declare.

This form needs to be completed in full. Please state under the appropriate headings any interests you have that may conflict with your work for the school. If you are unsure whether something will conflict with the interests of the school, please declare it anyway.

A form must be completed for each post held. If you hold two or more jobs, you need to complete a form for each job you hold. This is because different interests may need different mitigating actions for different posts.

Where no interests exist for a question, please state NIL or NONE.

Please ensure that your declaration contains all the requested information. You may be asked to provide any supporting documentation if applicable and your line manager will determine whether any further information is needed.

**(Please complete this section electronically or in block capitals)**

Full Name

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Post Title

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Area / Department

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Line Manager Name

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I \_\_\_\_\_ give notice that I have set out below, under the appropriate headings, my interests which may conflict with the work of the school, which I am required to declare under the Code of Conduct which is expected by the school and I have put **'nil'** or **'None'** where I have no such interest under any heading.

**1a. Give details of all other employment or voluntary work (paid and unpaid). Please state:**

- Job title/position
- Name and address of employer/organisation/Council (including type)
- Details of employment including duties, hours worked per week and times and place of work
- You should include any other school positions.

## Other Interests

**2. Any other business carried out by you or someone with which you have a close personal relationship. Please state company and position and the nature of the work that the company does.**

- Definition of a close personal relationship:
- An employee who is married, in a civil partnership, co-habiting or engaged in an intimate relationship. This also applies to previous relationships of this nature (e.g. former spouse) as there could be a degree of bias either for or against an employee;
- Immediate family members of the employee (e.g. parent, step-parent, son, daughter, step-child, child of a partner, brother, sister, grandparent, grandchild);
- Extended family members of the employee (e.g. uncle, aunt, nephew, niece, cousin, in-laws);
- Close friends of the employee. This means someone well known to the employee who is regarded with liking, affection or loyalty, not merely an acquaintance;
- Any person living at the same address as the employee.

*The above is not an exhaustive list and employees should use their judgement to determine whether other interests, activities or personal relationships could reasonably be perceived as a conflict of interest.*

**3. Any involvement in companies / organisations by you and/or a close relative. Please state company and position. This includes any involvement in Academies and External Education providers**

*Involvement in companies includes directorships, company secretary or any other position you or a close relative have in running the company where that company has or may have, a relationship with the school.*

**4. Any Governor/Trusteeship posts you hold in an educational establishment. Please state organisation and post held.**

*Membership of Governing Bodies, including all schools, all further education establishments and all other schools including free schools, grant maintained and academies*

**5. Any relationship with any other employee or Elected Member. Please state their name, your relationship with them and their position.**

*Definition of a close personal relationship:*

- *An employee who is married, in a civil partnership, co-habiting or engaged in an intimate relationship. This also applies to previous relationships of this nature (e.g. former spouse) as there could be a degree of bias either for or against an employee;*
- *Immediate family members of the employee (e.g. parent, step-parent, son, daughter, step-child, child of a partner, brother, sister, grandparent, grandchild);*
- *Extended family members of the employee (e.g. uncle, aunt, nephew, niece, cousin, in-laws);*
- *Close friends of the employee. This means someone well known to the employee who is regarded with liking, affection or loyalty, not merely an acquaintance;*
- *Any person living at the same address as the employee.*

*The above is not an exhaustive list and employees should use their judgement to determine whether other interests, activities or personal relationships could reasonably be perceived as a conflict of interest.*

It is your responsibility to check that the above information is accurate prior to submitting your form.

**Declaration**

*I confirm that I have read and understand the requirements of the guidance and to the best of my knowledge I have complied within the guidance.*

I recognise that it can be a disciplinary matter to:

1. Omit information that ought to be given in this form;
2. Provide information that is materially false or misleading;
3. Fail to give further notices in order to
  - Bring up-to-date information in this form
  - Declare an interest that I acquire after the date of this notice and have to declare.

**I understand that I must within 28 days of becoming aware of any change to the interests specified above provide written notification of that change.**



**Signed.....**

Employee

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Date Declared

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Received by (name)

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Post Title of

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Date Received

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*Once this form is completed and signed it should be retained on file by your Headteacher / Responsible Officer, and a new form completed annually (unless circumstances change mid-year).*

**For Manager / Responsible Officer Use**

Outcomes of the declaration of interest form should be documented once the form has been submitted and reviewed by the Responsible Officer. **Tick where appropriate**

	<p><b>Nothing declared.</b>  <i>The manager must consider if there are any non-declared matters that they are aware of. Where there are not and no interests are declared, no further action is required, and this form should be logged and kept on file for future reference</i></p>
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	<p><b>No further action required</b>  <i>Where declarations are made, the manger must consider whether, given the employees role, there is scope for any interest to affect the behaviour or decisions of the member of staff involved. Where there is scope for this action is required. Where there is not any scope for this or for the employee to be accused of allowing any interest to influence them in their behaviour or activities, this form should be logged and kept on file for further reference.</i></p>
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	<p><b>Potential conflict – Action required</b>  <i>Where declarations are made, the manager must consider whether, given the employees role, there is scope for any interest to affect the behaviour or decisions of the member of staff involved.</i></p> <p><i>Where there is scope for this action is required and the manager should consider (in conjunction with the employee) any action that can be taken to protect both the employee and the school from fraud or accusations of fraud. This can include excluding the employee from some activities to protect both them and the school. Full details of what was agreed and the controls put in place are required and must be documented below.</i></p>
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**Signed..... (Employee only required to sign where actions are agreed)**

Employee

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Date

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Reviewing Officer

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Post Title

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Date

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