



Children's World Trustee Conflicts of Interest Policy and Procedure

1. Purpose

Children's World is committed to maintaining the highest standards of integrity, transparency, and accountability. Trustees must act solely in the best interests of the charity. This policy sets out how conflicts of interest are identified, managed, and recorded to protect the charity's reputation and ensure compliance with charity law.

2. Scope

This policy applies to:

- All Trustees of Children's World
- Co-opted members of committees or working groups
- Senior staff where relevant to decision-making

3. Definition of Conflict of Interest

A conflict of interest arises when a trustee's personal interests, or those of a person or organisation connected to them, could interfere with their duty to act in the best interests of Children's World.

Conflicts may be:

- **Financial:** e.g., trustee or connected person stands to gain financially from a contract or decision.
- **Non-financial:** e.g., trustee's loyalty to another organisation, family member, or personal belief could affect impartiality.
- **Perceived:** even if no actual conflict exists, the appearance of one may damage trust.

4. Principles

- Trustees must put the interests of Children's World above personal or external interests.
- All conflicts must be declared promptly and fully, whether direct or indirect.
- Decisions must be taken transparently, with appropriate records kept.
- Trustees must not improperly influence decisions where they have a conflict.

5. Procedure

5.1 Declaration of Interests

- Trustees must complete a **Register of Interests** annually, listing relevant roles, relationships, and financial interests.
- Trustees must declare any new interests as they arise.

5.2 Identifying Conflicts

- At the start of each meeting, trustees are asked to declare any conflicts relating to agenda items.
- Trustees should notify the Chair or Secretary if they become aware of a conflict during discussions.

5.3 Managing Conflicts

- The Chair will determine the appropriate action, which may include:
 - Trustee withdrawing from discussion and decision-making.

- Trustee remaining for discussion but not voting.
- Trustee providing information but leaving before decision-making.
- In exceptional cases, trustees with significant conflicts may be asked to step down from their role.

5.4 Recording Conflicts

- All declarations and actions taken must be recorded in the **minutes of the meeting**.
- The Register of Interests will be updated accordingly.

5.5 Monitoring

- The Board will review the Register of Interests annually.
- The policy will be reviewed every two years to ensure compliance with Charity Commission guidance.

6. Breach of Policy

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

- Formal censure by the Board.
- Referral to the Charity Commission if serious.
- Removal from the Board in line with the charity's governing document.

7. Related Policies

- Trustee Code of Conduct
- Safeguarding Policy
- Financial Procedures

8. Review

- This policy will be reviewed annually.

Policy Governance & Control This policy is reviewed annually to ensure it remains compliant with current UK legislation and best practices for the charity sector.

Approved by Catherine Busby – Chair of Trustees.

Date Written: 11/03/2026

Next Review Date: 11th March 2027