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CONFLICTS OF INTEREST POLICY

Introduction

The purpose of this policy is to define where a potential conflict of interest may arise within Central School of Dancing & Performing Arts and protect individuals and the organisation from any appearance of impropriety. This policy applies to all owners, examiners, staff, and other contracted individuals. Conflicts of interest may arise where an individual's personal or family interests and/or loyalties can conflict with those of the students. The activities and those of its employees must be free from conflicts of interest that could affect their judgement and objectivity, and particularly in relation to decisions as an organisation. We recognise that some individuals may take part in legitimate activities and work outside their role, but any potential conflict of interest must be declared upon appointment, or promptly as and when they arise. The most important feature of the policy is the instruction that individuals should always disclose an activity if there is any doubt about whether it represents a conflict of interest.

1. Policy Statement

Central School of Dancing & Performing Arts is committed to the highest standards of ethical conduct and integrity in it's business activities. This policy sets out the school's position if situations arise where employees and managers at all levels have a conflict of interest in connection with their employment. This policy applies to all employees of the Dance School. All employees are required to familiarise themselves and comply with this procedure, including any future updates that may be issued from time to time.

2. Background

It is your responsibility to declare any actual or potential conflicts of interest. If you are in any doubt about whether an actual or potential conflict of interest exists, you should consult the Owner(s). This will safeguard you from the possibility of future criticism, and allow the owner to plan the work you are involved in accordingly to avoid actual or potential conflicts of interest arising which could impact negatively on the School and potentially result in disciplinary action up to and including dismissal being taken against you. A conflict of interest can arise if your outside activities, private, personal or financial interests influence or interfere with the decisions you make in the course of your work for the School, or appear to or could be perceived to influence or interfere with the decisions you make in the course of your work for the School. Within this context, outside activities, private, personal or financial interests include those that you or a family member or personal contacts may have. Personal contacts should be taken in its widest sense and can include someone you play sport with, someone who is a member of the same club as you, or even a close personal relationship with a colleague. A conflict of interest can also occur where you have access to School's information and use, or could be perceived as using, this information for personal gain or advantage. It can also occur where you have access to School's information and pass this information without authorisation.

Examples of Conflicts of Interest:

Examples of conflict of interest include (but are not limited to):

- Work/involvement in business outside of the School, without permission to do so.
- You have access to information at work which may assist or be perceived as assisting you in a private venture.
- You use School systems / contacts to obtain materials for your own use at a preferential price.
- If the Owner becomes aware of an actual or potential conflict of interest, which an employee appears not to have raised, they should raise the matter with the employee and take appropriate action.

If information comes to light regarding your outside activities, private or personal interests, and the School considers that you should have made a declaration but chose not to do so, or if you did not fully disclose details of any potential conflict of interest, then disciplinary action up to and including dismissal may be taken against you.

Secondary Employment

Employees at all levels are required to avoid getting into a position of conflict by undertaking outside work within 15 miles of the school.

Procedures

There is a conflict of interest procedure to support this policy.

Owners should ensure that employees are clear about the requirements of the Conflict of Interest Policy. This should be discussed regularly at Performance Appraisals, reviews and team meetings.

CENTRAL SCHOOL OF DANCING & PERFORMING ARTS CONFLICT OF INTEREST PROCEDURE

Procedure

1.1 If you consider there may be a conflict of interest you should notify the owner(s)

1.2 You will be notified in writing within 10 working days of any further proportionate actions you will be required to undertake regarding your conflict of interest.

1.3 There may be occasions where the conflict declared presents serious concerns about the employee's continued ability to perform the full range of their duties. In such circumstances, a meeting will be arranged to discuss the issue in detail.

Appeals Procedure

1.4 If the Owner, confirms that they consider that there is a conflict of interest, the employee will have the right to an appeal to review the decision taken. The appeal should be considered by the school's Owners. The outcome of this appeal is final.

2. Review of Approval

2.1 If there are any material changes which affect you're declared conflict of interest in the interim period, this should be reported immediately. This is the responsibility of the employee.

Signed	Position	Date	Review
F. Carpenter	Co-owner and Joint Principal	01/09/2025	12 Months
A. Carpenter	Co-owner and Joint Principal	01/09/2025	12 Months