



Conflict of Interest Policy

Name of the Owner: Alistair Downs
Name of the Author: Alistair Downs
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1. Introduction

The School Board, Heads of Schools and staff have an obligation to act at all times in the best interests of Reigate Grammar School Riyadh (RGSR). Conflicts of interests may arise where an individual's personal, professional or family interests and/or loyalties could potentially conflict with those of the school. This could affect their responsibility to act in the school's best interests.

Such conflicts may create problems as they can:

- Inhibit free discussion;
- Result in decisions or actions that are not solely in the interests of the school and the governing body;
- Risk the impression that the governing body has acted improperly.

The aim of this policy is to protect both the school and individuals from any appearance of impropriety.

2. Type of Conflict

There are three main types of conflict:

- Actual: You are being influenced by a conflicting interest.
- Potential: You could be influenced by a conflicting interest.
- Perceived: You appear to be influenced by a conflicting interest.

3. The Declaration of Interests

The School Board, Principal and staff should declare their interests in connection with their role in the school. Conflicts of interest may be unavoidable, so effective management is critical for meeting the school's best interests. A declaration of interest form is provided for this purpose, listing the types of interest that should be declared.

If an individual is not sure what to declare, or whether/when a declaration needs to be updated, they should discuss the matter with the Head of School or HR Manager to gain confidential guidance.

4. Conflict of Interest Register

Interests will be recorded on the Conflict-of-Interest Register, which will be maintained by the HR Manager. The Conflict-of-Interest Register allows schools to keep a running document of all ongoing conflicts or potential conflicts. The following procedure should be followed:

1. All responsible persons (The School Board, Heads and Staff) need to declare any conflicts of interest, including actual, potential or perceived.
2. All declarations must be entered into the Conflict-of-Interest Register.
3. Details of how the school intends to deal with the Conflict of Interest should be added.

It is important to include Conflict of Interest declarations as a standing agenda item at School Board meetings. Any items declared must then be entered onto the Conflict-of-Interest Register.

5. What to do if you face a conflict of interest?

If you are a Board member, the Head, or staff member at the school, you should not be involved in decisions that directly affect the service that you, or the person you care for, receive(s). You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion.

The same applies if you face a conflict for any other reason. You may however participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal. Nevertheless, you should declare your interest before such discussion commences. If you fail to declare an interest that is known to the Head, he/she will declare that interest on your behalf.

CONFLICT OF INTEREST DISCLOSURE FORM & REGISTER OF INTERESTS

	PLEASE ANSWER THE FOLLOWING QUESTIONS	YES	NO
Q1	Is there any relationship, either internal or external, which you feel could cause potential or apparent conflict of interest with your school activities? If yes, please give further details on the page provided.		
Q2	Have you engaged in any other paid work in the last academic year? If yes, please give further details on the page provided.		
Q3	Do you have outside activities that involve RGSR? If yes, please give further details on the page provided.		
Q4	To your knowledge, do you or any member of your immediate family have a significant or influential relationship with (or a financial interest when aggregated for your immediate family in) any other the following: I. A third party, whose actions you are in a position to influence, which does business with RGSR? II. Any other business in which there could be a conflict of interest? If yes, please give further details on the page provided.		
Q5	Do you hold any position or appointment as a Director (Executive or Non-executive) or Company Secretary in any company, whether or not this company does business with RGSR? If yes, please give further details on the page provided.		
Q6	Are you aware of any other circumstances that could constitute a conflict of interest with your position within the school? If yes, please give further details on the page provided.		

If you have answered 'YES' to any of the questions above, please give full details overleaf.

Notes:

Q2 & Q3: For paid work and outside activities, please list the organisation(s) you have worked for, the duties performed and the time spent on the activity.

Q4: Please give details of the relationship or financial interest. Examples: "Son, Managing Director of Company X" or "My son is a student in the School, and I manage printing of examination papers for the school".

Q5: Directorships/Company Secretary positions: Give date of appointment, name & address of company and state if company is involved in any way with your activities at the school.

Q6: Give details of any other conflict of interest with your position within the school that you are aware of.

**CONFLICT OF INTEREST DISCLOSURE FORM AND REGISTER OF INTERESTS –
FURTHER DETAILS**

If you answered Yes to any of the questions on the form, please provide further details below:

Q1	
Q2	
Q3	
Q4	
Q5	
Q6	

I acknowledge that I have read and understood the school policy on Conflict of Interest. I confirm that this form has been completed to the best of my knowledge and that the information contained on this form is true and correct. I understand that if the information is later found to be false, I may be subject to disciplinary proceedings

I understand that the school may be required to disclose information I have submitted to the register of interests.

Name.....

Signed.....

Date.....

Reviewed and Approved by the Head of School	Yes	No
Signed by the Head of school	Date	