



Conflict of Interest Policy

This document consists of:

- Introduction and purpose of the policy
- Procedures
- Board meetings

Updated March 2026

Review date March 2028

Responsible person: W Benson

Signed:

A handwritten signature in black ink, appearing to be "W Benson", written in a cursive style. The signature is positioned to the right of the "Signed:" label.

Date: 24 March 2026

Introduction and purpose of the policy

All staff, volunteers, and directors of Kids Kabin will strive to avoid any conflict of interest between the interests of the Kids Kabin on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest. This policy is in line with Charity Commission guidance on conflicts of interest.

The purpose of this policy is to protect the integrity of the Kids Kabin's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and directors.

A conflict of interest is a situation where your interests, relationships, influences or activities may conflict or otherwise compromise (1) your obligations to Kids Kabin (2) the interests of Kids Kabin or (3) your ability to make objective and responsible decisions on behalf of Kids Kabin.

Conflicts of interest can be distinguished into different types:

- Actual conflict
- Potential conflict
- Perceived conflict
- Loyalty conflict

Examples of conflicts of interest include:

1. A director who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
2. A director or member of staff who is also on the Board of another organisation that is competing for the same funding.
3. A director or member of staff who has personal interest in a business that may be awarded a contract to do work or provide services for the organisation.
4. A director or member of staff on a recruitment panel knows a candidate on a personal or professional basis.

IMPORTANT - It is essential to note that trustees cannot benefit financially from a charity unless explicitly authorised, in line with the charity's governing document and by charity law. Therefore, any Conflicts involving financial benefit require formal approval and documentation.

It is likely that trustees and staff and volunteers will encounter different conflicts of interest as follows:

- Trustee conflicts (board-level governance)
- Staff conflicts (HR/management issue)

Procedures

Disclosing conflicts of interest

Upon appointment each director or member of staff will make a full, written disclosure of actual or potential conflicts of interest to the Chair or the Chief Officer. Further to this, directors will be asked to complete a disclosure form every year so that any conflicts of interest arising through the year may be recorded.

During the period that a director or member of staff is appointed they will promptly notify the Chair or Chief Officer in writing of actual or potential conflicts of interest as they arise.

If a conflict of interest is disclosed, the Chair (in the case of directors) and the Chief Officer (in the case of members of staff) will make a decision on further action to be taken to mitigate the actual or potential conflict of interest.

Decision making framework and principles

When a conflict of interest is disclosed, it should be dealt with as soon as reasonably possible.

It is essential to note that conflicts of interest must not compromise safeguarding decisions – for example, in recruitment or handling complaints.

The following decision-making process will be followed during a board meeting or in a management meeting:

- The person disclosing the conflict of interest will withdraw from the meeting
- The conflict will be discussed during the meeting and a decision on action will be taken
- The members of the meeting will agree by consensus or by vote if there is no clear agreement
- The conflicted individual will not be entitled to vote
- A quorum of 4 people will be required to make a decision on action. If the quorum is lost, a subsequent meeting with 4 or more people will be arranged
- If the chair is conflicted, the board will select another trustee to lead the decision making process
- In the case of conflicts discussed in management meetings, these will be reported to the chair of the Board and then to the full Board at the next Board meeting
- All conflicts of interest will be recorded in the Board minutes

Recording and keeping records

The Chair and the Chief Officer will maintain a written register of conflicts of interest that are declared by both staff and directors and any action taken in mitigation.

All written records will be dealt with confidentially – and created, maintained, and destroyed in accordance with the UK GDPR and Data Protection Act 2018.

Board meetings

At the beginning of the meeting the Chair will ask whether any Board member or member of staff in attendance has a conflict of interest in any item of discussion on the agenda.

If there is a conflict of interest the relevant Director or member of staff will be asked to leave the meeting for part or all of the discussion, at the discretion of the Chair of the meeting.

Policy review

This policy will be reviewed every 2 years.