

Blackhall Nursery

Conflict of Interest Policy

Introduction

The Directors of Blackhall Nursery are also Trustees of the charity and as such must adhere to legislation governing both companies limited by guarantee and charities. The Charities (Regulation and Administration) (Scotland) Act 2023 outlines the key legal responsibilities of a charity Trustee.

The role of a charity Trustee includes managing conflicts of interest: Trustees must identify and manage any conflicts of interest to ensure that decisions are made impartially and in the best interest of the charity. This involves declaring any personal interests that could influence their judgment and recusing themselves from related decisions.

More information about this Act can be found here [Charities \(Regulation and Administration\) \(Scotland\) Act 2023](#).

Purpose

As a community-focused nursery, we value the trust placed in us by families, staff, and the wider community.

This policy aims to support Directors in recognising and managing conflicts of interest, ensuring that decisions are made fairly, transparently, and always in the best interests of Blackhall Nursery.

What is a Conflict of Interest?

A conflict of interest arises where a Director's personal, family, professional, or external interests could influence - or be perceived to influence - their role and decision-making.

In a close-knit community, this may include:

- Being a parent or carer at the nursery
- Involvement with other childcare settings (e.g. nurseries, playgroups, schools, charities)
- Personal relationships with staff or families

Essentially, a conflict of interest is any situation where loyalties may feel split. This may also include situations involving financial decisions, connections to suppliers, or where a Director's role as a parent or community member could influence decision-making.

These connections are valuable, but they need to be managed openly.

Declaration of Interest

- Directors must declare relevant interests when they join the Blackhall Nursery Board and as they arise
- A register of interests will be maintained and reviewed regularly
- Directors are encouraged to share potential conflicts early so they can be managed appropriately
- Directors should declare any connection to suppliers or services and not be involved in related decisions

Managing Conflicts

Where a conflict exists, directors are expected to:

- Declare the conflict at the earliest opportunity
- Step back from discussions or decisions where appropriate. This may mean:
 - Not taking part in discussions related to the conflict
 - Not voting where there is a clear conflict

The Chair (or Nursery Manager and/or Business Manager, where appropriate) will support in agreeing a fair and proportionate approach.

Working with Staff and Maintaining Boundaries

Directors play an important strategic role in the running of Blackhall Nursery and are not involved in the day-to-day management of staff. Directors who are also parents should be mindful to separate their governance role from their role as a parent.

To avoid misunderstandings or unintended pressure on staff, directors should not:

- Approach or attempt to recruit nursery staff for other organisations (paid or voluntary)
- Offer alternative opportunities directly to staff

- Use their position to influence staffing decisions across settings

Any matters relating to staff should be discussed with the Nursery Manager and/or Business Manager.

Confidentiality

Information gained through the role of director must be treated as confidential and not be shared with other organisations or used for external benefit.

Role of the Chair

The Chair of Blackhall Nursery is responsible for:

- Ensuring interests are declared and recorded
- Supporting governors and nursery leadership in managing conflicts appropriately
- Addressing any situations where boundaries may be unclear

This will be done in a supportive and constructive way, with the best interests of the nursery at the centre of any conversations.

If Issues Arise

Blackhall Nursery promotes positive and transparent communication. Most conflicts can be resolved through open discussion and clarification.

Where needed, the Nursery Manager, Business Manager, Chair and/or Directors will take appropriate steps, in line with governing documents, to ensure expectations are clear and the nursery continues to run smoothly.

Review

This policy will be reviewed every three years, or sooner if needed, to reflect the needs of the nursery and its community.

Adopted on: 30.04.2026