

Business and Pecuniary Interests Policy

RELATING TO

All Academies of the Shaw Education Trust

**WAS APPROVED BY THE EXECUTIVE LEADERSHIP TEAM
OR BOARD OF DIRECTORS**

SIGNED BY MEMBER OF THE BOARD

NAME [Print].....

POSITION.....

Reference:Version	1
Procedure Originator:	H TURNER
Equality Impact Assessed:	
Approved By:	BOARD/AC
Date Approved:	SEPTEMBER 2017
Review Interval:	ANNUALLY
Last Review Date	SEPTEMBER 2018
Next Review Date	SEPTEMBER 2019
Audience:	Employees

History of most recent policy changes

Date	Page e.g. whole document	Detail of Change	Origin of Change e.g. Reason for change or Change in legislation

Trustees, employees and agents of the Shaw Education Trust should not enter into or maintain relationships with persons or organisations that may give rise to allegations of bias, favouritism or conflicts of interests. Such relations may include, but are not limited to:

- Family members including blood relatives, spouses, common-law partners, children and step children, uncles, aunts, nephews and nieces
- Former employers/employees/colleagues
- Individuals or organisations where there is an existing or past professional or private relationship, e.g. client/contractor relationships, religious or sporting affiliations, friends and neighbours.

Where it is not possible to avoid entering into or to terminate existing relationships, the individual must immediately make a formal declaration to the Shaw Education Trust about the existence of the relationship and must do all in his or her power to avoid compromising their relationship with the Shaw Education Trust or to do anything that is or that could be seen to conflict with their responsibilities towards the Trust. Actions may include:

- Handing all activity that may bring the individual into contact with the third party to another, independent staff member or manager of appropriate authority
- Terminating their own relationship with the Trust

Relationships should be declared in writing using the declaration at the foot of this policy. Where a relationship is not declared, the Trust reserves the right to terminate employment, trusteeships or contractual relationship without notice or severance.

This policy applies to Trustees, staff, volunteers, supply chain partners and any other agent or supplier working for or on behalf of the Shaw Education Trust.

This policy will be reviewed annually by the Board of Trustees to evaluate penetration, effectiveness and currency. Any revisions will be notified via internal communication, with copies being made available in hard copy where computer access is not available.

Independent quality and compliance reviews will be undertaken by the Shaw Education Trust's internal and external auditors and, where necessary, this policy will be updated or amended to incorporate feedback and/or operational changes.

A register of Business Interests will be published on The Shaw Education Trust website.

Disclosure of a Business or Pecuniary Interest

Full Name [Please print]	
Position / Post	
Name of Academy [if applicable]	

Declaration

1.	Are you a parent academy councillor?	YES / NO
2.	Will you have a child at the Academy during the current academic year?	YES / NO
3.	Are you a Company Director, Partner or Owner of any Business or a Trustee of a charity?	YES / NO
If you have answered YES to question 3 please state name of Business / Charity:		
4.	Is your spouse, anyone living with you, or any member of your family employed by the Shaw Education Trust?	YES / NO
If you have answered YES to question 4 please state the interest you wish to declare:		
5.	Is there any other interest you wish to declare?	YES / NO
If you have answered YES to question 5 please state the interest you wish to declare:		

Signed: **Date:**

For Line Management / Chief Executive/Chair of Trustees

Accept – No further action required	Accept – subject to the following actions:	Reject – Please take actions set out below
Actions:		
Name:	Signed:	Date: