

<h1>HR128 Declarations Policy (Conflicts of Interest, Personal Relationships and Gifts and Hospitality)</h1>	 The Children's Trust For children with brain injury
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Final Approval FF&GP on behalf of the Board Mike Gercke 	Date Approved May 2019
Next Review May 2022	Date issued May 2022

Note to FF&GP: Summary of policy

- *New policy to be read in full*
- *Impacts on Trustees, employees and volunteers*
- *Guidance regarding (i) personal relationships at work, (ii) conflicts of interest arising from business relationships/ business interests, and (iii) gifts and hospitality*
- *Legal requirements under Companies Act 2006 and Bribery Act 2010*
- *Introduction of 3 registers for (i) to (iii) above*
- *Role of the Head of Audit Risk and Governance*
- *There are potentially catastrophic (>£2m) legal and commercial risks for non-compliance*

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IMPORTANT NOTES REGARDING THIS POLICY

- This policy and procedure has been issued as a mandatory read on The Loop.
- This policy does not form part of your Contract of Employment unless otherwise stated and is subject to change at the discretion of The Children's Trust. The Children's Trust reserves the right to modify, withdraw or initiate any rules or procedures it deems necessary, and will undertake to review the policy in the light of changing working practices or legislation. Any changes will be made available via The Loop.

1. INTRODUCTION

1.1. This policy applies to all trustees, employees and volunteers of The Children's Trust (the "**Charity**") and sets out guidelines and procedures in respect of;

- a) conflicts of interest arising from business interests;
- b) personal relationships between trustees, employees and volunteers at the Charity; and
- c) gifts, hospitality and expenses.

1.2. In this policy references to:

- a) "**benefit**" includes any payment or material benefit (including property, loans, goods and services), other than reasonable out of pocket expenses;
- b) "**bribe**" means a financial or other inducement or reward for action which is illegal, unethical, a breach of trust or improper in any way. Bribes can take the form of money, gifts, loans, fees, hospitality, services, discounts, the award of a contract or any other advantage or benefit;
- c) "**bribery**" includes offering, promising, giving, accepting or seeking a bribe.
- d) "**conflicts**" or "**conflicts of interest**" include actual and/or potential conflicts of interest and/or duty;
- e) persons who are "**connected**" with a trustee, employee or volunteer means:
 - i. a child, stepchild, grandchild, parent, brother or sister of a trustee, employee or volunteer;
 - ii. the spouse, unmarried partner or civil partner of a trustee, employee or volunteer or of any person falling within paragraph (i) above;
 - iii. any person who is in a business partnership with a trustee, employee or volunteer or any person who is in a business partnership with any person falling within paragraph (i) or (ii) above;
 - iv. any company, business, trust or organisation in which a trustee, employee or volunteer (or any other person connected to them) has an interest as a beneficiary or through ownership, control or influence; and
 - v. in certain circumstances a friend of a trustee, employee or volunteer where the friend stands to obtain a benefit from the Charity, for example where a trustee, employee or volunteer is recommending the Charity (a) employ the friend or (b) enter into a contract where the friend will benefit either directly or indirectly.

If in doubt about whether a person is connected, an employee should seek advice from the relevant HR Business Partner in the People Team; and

- f) "**personal relationship**" means any emotional or romantic relationship which goes beyond the normally accepted boundaries of the professional sphere between colleagues. This will include formal, family relationships (for example, where people are married or living together). It will also include less formal

situations (for example, where the parties consider that they are “seeing each other” or “going out together”).

2. THE PURPOSE OF THIS POLICY

- 2.1. The Children’s Trust is committed to operating in a transparent, professional, ethical and honest manner with the interests of the children at the heart of the organisation.
- 2.2. The purpose of this policy is to clearly set out the Charity’s approach in respect of Conflicts of Interests, Personal Relationships and Gifts and Hospitality.
- 2.3. Conflicts of interest, personal relationships and inappropriate gifts and hospitality can result in trustees, employees and volunteers taking irrelevant considerations into account or making decisions that are not in the Charity’s best interests. They can also damage the reputation of the Charity if it appears that it is influenced by personal interests or loyalties. Therefore all trustees, employees and volunteers must be alert to the possibility that they, or their co-charity trustees, employees and volunteers, could be affected by the topics covered in this policy.

SECTION A: CONFLICTS OF INTEREST

3. CONFLICTS OF INTEREST

- 3.1. The directors of the Charity are its charity trustees. They have a duty to act in the best interests of the Charity. These obligations derive from the general fiduciary duties owed by charity trustees and the Companies Act 2006, which sets out specific legal requirements in relation to conflicts of interest.

In the interests of openness and transparency, the Charity expects the same level of propriety from its employees and volunteers.

- 3.2. In all cases it is for the trustee, employee or volunteer to decide whether or not they are conflicted. However if uncertain they must err on the side of openness and declare the interest.

If a trustee, employee or volunteer would like to discuss the issue, they may contact their Line Manager or the Head of Audit Risk and Governance for confidential guidance.

- 3.3. The procedures in this policy will enable trustees, employees or volunteers to identify and manage conflicts of interest so that they can ensure that conflicts do not prevent them from making decisions in the best interest of the Charity. The policy will also help protect both the Charity and the trustees, employees and volunteers from any appearance of impropriety in cases where conflicts of interest arise.

4. IDENTIFYING CONFLICTS OF INTEREST

- 4.1. A conflict of interest is any situation in which a trustee, employee or volunteer’s direct or indirect interests could, or could be seen to, prevent them from making a decision only in the best interests of the Charity.

- 4.2. Conflicts of interest may arise:

- a) where a trustee, employee or volunteer (or a person connected to them) stands to obtain a benefit from the Charity; or
- b) where a trustee, employee or volunteer has a duty of loyalty to a third party that conflicts with their duty to the Charity.

- 4.3. When considering if they have a conflict of interest, a trustee, employee or volunteer must be aware that:

- a) it is not simply whether a trustee, employee or volunteer is influenced in their

decision making by their personal interests that matters. Any possibility their decision making is influenced or even a reasonable perception by a third party that a conflict of interest exists can be enough for a trustee, employee or volunteer to be in breach of their duties; and

- b) conflicts of interests may be direct or indirect. In particular, a conflict may relate to the interests of someone who is connected to that trustee, employee or volunteer as well as to their own personal interests.

4.4. It is impossible to set out every situation which may result in a conflict, but common situations include:

- a) selling, loaning or leasing Charity assets to a trustee, employee or volunteer (or a person connected to them);
- b) the Charity acquiring, borrowing or leasing assets from a trustee, employee or volunteer (or a person connected to them)
- c) the exploitation by the Charity of any property, information or opportunity held by a trustee, employee or volunteer (or a person connected to them);
- d) paying a trustee, employee or volunteer (or a person connected to them) for providing a service and/or goods to the Charity;
- e) employing a person connected to a trustee, employee or volunteer at the Charity;
- f) making decisions in relation to service provision where a trustee, employee or volunteer (or a person connected to them) is a service user;
- g) when a trustee, employee or volunteer (or a person connected to them) owes a legal obligation or duty towards another organisation or person (for example, an employer or another charity of which they are a charity trustee) that conflicts with the trustee, employee or volunteer's duty to the Charity;
- h) when a trustee, employee or volunteer has a personal sense of loyalty to another organisation or person that conflicts with their loyalty to the Charity; and
- i) when a trustee, employee or volunteer has religious or political views that could interfere with their ability to make decisions in the interest of the Charity.

5. PROCEDURE FOR DECLARING INTERESTS OR CONFLICTS ARISING FROM BUSINESS RELATIONSHIPS OR BUSINESS INTERESTS

5.1. All trustees, employees and volunteers have a personal responsibility to declare any interest or conflict that might reasonably be regarded as potentially giving rise to a conflict of interest. The process for declaring conflicts of interest is set out in a flowchart in Appendix 1.

5.2. Each trustee, employee and volunteer must make a declaration (in the form set out in Appendix 3) on their appointment to the Charity and thereafter as soon as they become aware of any conflicts of interest arising:

- a) listing any personal interests, business interests or other direct or indirect interests that might potentially give rise to a conflict of interest;
- b) listing any interests of persons connected to them that may potentially give rise to a conflict of interest;
- c) confirming that they are not aware of any conflict, other than those already disclosed, that exists between their role and their personal circumstances or other interests; and
- d) confirming that they will declare any conflict that arises in the future.

- 5.3. The information provided by trustees, employees or volunteers must be recorded in a register of conflicts of interests. At least once in every 12-month period, all Directors must review the information relating to their team members contained in the register of conflicts of interests. The register will be provided on a rolling annual basis to the Board for their review and approval.
- 5.4. The information provided by employees will be processed in accordance with data protection principles as set out in the Data Protection Act 2018 and HR127 People Privacy Policy. Data will be processed only for the purposes set out in this policy and not for any other purpose.

6. MAINTAINING THE REGISTER OF CONFLICTS OF INTEREST

- 6.1. The Head of Audit Risk & Governance will be responsible for maintaining the register of conflicts of interest in the form set out in Appendix 2 for all trustees, employees and volunteers.
- 6.2. The register of employees' interests will be available for inspection by any trustee or Director of the Charity on request.

7. PROCEDURES FOR MANAGING CONFLICTS

- 7.1. The way in which conflicts of interest are dealt with will depend on the nature and extent of the conflict. The Line Manager must therefore:
 - a) assess the nature and extent of the conflict;
 - b) undertake a risk assessment to assess the risk or threat to decision-making by the trustee, employee or volunteer;
 - c) decide whether the conflict is serious (for example, the conflict is acute or extensive, will or may be seen to prevent the trustee, employee or volunteer from making decisions in the best interests of the Charity, relates to a significant decision or risks significantly damaging the Charity's reputation); and
 - d) decide what steps to take to handle the conflict.
- 7.2. When considering the conflict, the Line Manager must take all relevant factors into account, make decisions only in the best interests of the Charity and always protect the Charity's reputation. If the Line Manager is unsure of the best course of action they should consult the Head of Audit Risk and Governance.
- 7.3. If the Line Manager decides that a conflict is serious then they must refer this promptly to a Director. The Director must consider whether it is necessary, given the nature of the conflict, to seek the advice of the Head of Audit Risk and Governance, the Chief Executive, the Board of Trustees and/or the Charity's legal adviser on whether the conflict is serious and/or on how to manage the conflict declared.
- 7.4. If a conflict is not serious, the Line Manager must decide what procedures and level of participation by the conflicted trustee, employee or volunteer are appropriate.
- 7.5. The Line Manager must inform the conflicted employee of their decision about how to manage the conflict.
- 7.6. The Line Manager must promptly send details of;
 - a) the nature and extent of the conflict;
 - b) an outline of the discussion; and
 - c) the actions taken to manage the conflict,in the form of a completed Declaration of Conflicts of Interest Form (as set out in Appendix 3) to the Head of Audit Risk and Governance in order that the register of conflicts of interest is updated.

8 EXTERNAL PARTIES AND CONFLICTS

- 8.1 Before appointing any external party to the Charity, the relevant Manager or Director must consider whether the adviser has, or may be seen to have, any actual or potential conflict with the interests of the Charity.
- 8.2 All external parties to the Charity must be appointed under terms that include:
- a) an obligation to inform the Charity if any circumstances arise in which they are or may be conflicted; and
 - b) an obligation to address any conflicts that arise in the work they do for the Charity.

SECTION B: PERSONAL RELATIONSHIPS AT WORK

9 PERSONAL RELATIONSHIPS AT WORK

- 9.1 In certain instances a personal relationship between trustees, employees and volunteers will not interfere with work. However, sometimes a personal relationship will be or may become problematic because it adversely impacts on a child, other colleagues or negatively affects business efficiency. Personal relationships can be particularly problematic where they involve members of the same team or are between a supervisor or manager and subordinate. This means that personal relationships are potentially a legitimate management concern.
- 9.2 In issuing this policy, we seek to address the following, non-exhaustive issues which may arise where there is a personal relationship:
- lack of transparency in relation to workplace matters;
 - risks to the confidentiality of business information;
 - legal risks regarding discrimination and harassment;
 - potential conflicts of interest of those involved in personal relationships;
 - actual or perceived bias regarding recruitment, promotion, rostering, annual leave allocation, appraisals, discipline and grievance and other operational matters where staff in a personal relationship are also in a direct reporting or subordinate relationship;
 - potential for negative effect on general public perception of fairness, objectivity and impartiality;
 - embarrassment of other staff;
 - fear of favouritism by other colleagues;
 - general adverse impact on team dynamics and reduction in team morale;
 - outputs may be disrupted in the event of relationship breakdown; and
 - impact on People Team or management resources and increased legal risks in the event of relationship breakdown.
- 9.3 Given the potential issues listed above, trustees, employee and volunteers who are related or form a personal relationship should not, in general, work together in the same area. Employees and volunteers should also refer to HR114 Professional Boundaries & Relationships at Work for Staff & Volunteers Policy.
- 9.4 If a trustee, employee or volunteer is related or forms a personal relationship with another trustee, employee or volunteer (or potential trustee, employee or volunteer engaged in the recruitment process) they must declare the personal relationship using the Declaration of Personal Relationships Form as set out in Appendix 4.

- 9.5 A trustee, employee or volunteer must also disclose any personal relationship (irrespective of whether the other party is a trustee, employee or volunteer) if this personal relationship may impact on a child, who is resident, may become resident or who has been resident at the Charity, in any way.

10 PROCEDURES FOR MANAGING CONFLICTS ARISING FROM RELATIONSHIPS

- 10.1 Where a Line Manager becomes aware that a member of their team is in a personal relationship with a trustee, employee or volunteer, they are required to treat this sensitively and, as far as possible, in confidence.
- 10.2 No action should be taken simply because a staff member is in a personal relationship with a colleague. Only if there is an issue or risk as outlined above should action be considered.
- 10.3 If an issue or risk arising from a personal relationship is identified then the Line Manager should review the guidance for Line Managers in Appendix 5 and:
- 10.3.1 undertake a risk assessment where necessary;
 - 10.3.2 ensure that the trustee, employee or volunteer does not provide supervision to anyone they are in a personal relationship with; and
 - 10.3.3 ensure neither individual can exert influence over the other in relation to work issues.
- 10.4 Should the relevant Line Manager also be conflicted through the relevant personal relationship then they should refer the matter to their Line Manager or the Director of the People Team.
- 10.5 The Line Manager must inform the employee of their decision about how to manage the personal relationship at work.
- 10.6 The Line Manager, must promptly send details to the relevant HR Business Partner of;
- a) the nature of the personal relationship at work;
 - b) an outline of the discussion; and
 - c) the actions taken to manage the personal relationship at work,
- in the form of a completed Declaration of Personal Relationship at Work (as set out in Appendix 4).

SECTION C: GIFTS AND HOSPITALITY

11 PROHIBITION ON BRIBERY

- 11.1 Trustees, employees and volunteers must be aware that sometimes gifts and hospitality may be offered as a bribe. All forms of bribery are **strictly prohibited**. If you are unsure about whether a particular act constitutes bribery, raise it with your Line Manager or Head of Audit Risk and Governance.

Specifically, you must not:

- (a) give or offer any payment, gift, hospitality or other benefit in the expectation that a business advantage will be received in return, or to reward any business received;
- (b) accept any offer from a third party that you know or suspect is made with the expectation that we will provide a business advantage for them or anyone else;
- (c) give or offer any payment (sometimes called a facilitation payment) to a government official in any country to facilitate or speed up a routine or necessary

procedure.

- 11.2 You must not threaten or retaliate against another person who has refused to offer or accept a bribe or who has raised concerns about possible bribery or corruption.

12 GIFTS AND HOSPITALITY

- 12.1 This policy **does not** prohibit reasonable and appropriate hospitality or entertainment given to or received from third parties that may be appropriate if undertaken, for the purposes of:

- (a) establishing or maintaining good business relationships;
- (b) improving or maintaining our image or reputation; or
- (c) marketing or presenting our services effectively.

- 12.2 However the acceptance of a gift or hospitality from, or giving a gift or hospitality to a third party, above the value of £50 must be authorised by the express written permission from a Director on a completed Declaration of Gifts and Hospitality Form (in the form set out in Appendix 6).

- 12.3 When considering whether to give permission the Director should take into consideration the following:

- (a) that the gift or hospitality will not damage the reputation of the Charity;
- (b) that the gift or hospitality is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
- (c) that the gift or hospitality is given in the name of the Charity, not in the name of the individual;
- (d) whether the gift or hospitality may be better used as a donation to the Charity (e.g. as a raffle prize or sold in one of the Charity's shops);
- (e) that it does not include cash or a cash equivalent (such as gift certificates or vouchers). Any cash or cash equivalent should be treated as a donation to the Charity and recorded in accordance with the Acceptance of Donations Policy;
- (f) if it is appropriate in the circumstances, taking account of the reason for the gift, its timing and value. For example, in the UK it is customary for small gifts to be given at Christmas;
- (g) if it is given openly, not secretly; and
- (h) if it complies with the law.

- 12.4 All accepted gifts and hospitality offered to a trustee, employee or volunteer over £50, must be registered in the Gifts and Hospitality Register by submitting a Declaration of Gifts and Hospitality Form. On rare occasions it will be appropriate to note declined gifts and hospitality for the purposes of transparency.

- 12.5 Promotional gifts of low value (i.e. less than £50) such as branded stationery from existing suppliers and business partners will usually be acceptable and do not need to be declared under this policy. Accepting multiple low value gifts is not an acceptable way to avoid the requirement for declarations outlined in this policy.

- 12.6 Reimbursing a third party's expenses, or accepting an offer to reimburse our expenses (for example, the costs of attending a business meeting) would not usually amount to a breach of this policy. However, a payment in excess of genuine and reasonable business expenses (such as the cost of an extended hotel stay) is not acceptable.

- 12.7 The test to be applied is whether in all the circumstances the gift, hospitality or payment

is reasonable and justifiable. The intention behind it should always be considered.

- 12.8 HR114 Professional Boundaries & Relationships at Work for Staff & Volunteers Policy should also be reviewed, particularly with respect to gifts from families of the children.

13 MAINTAINING THE REGISTER OF GIFTS AND HOSPITALITY

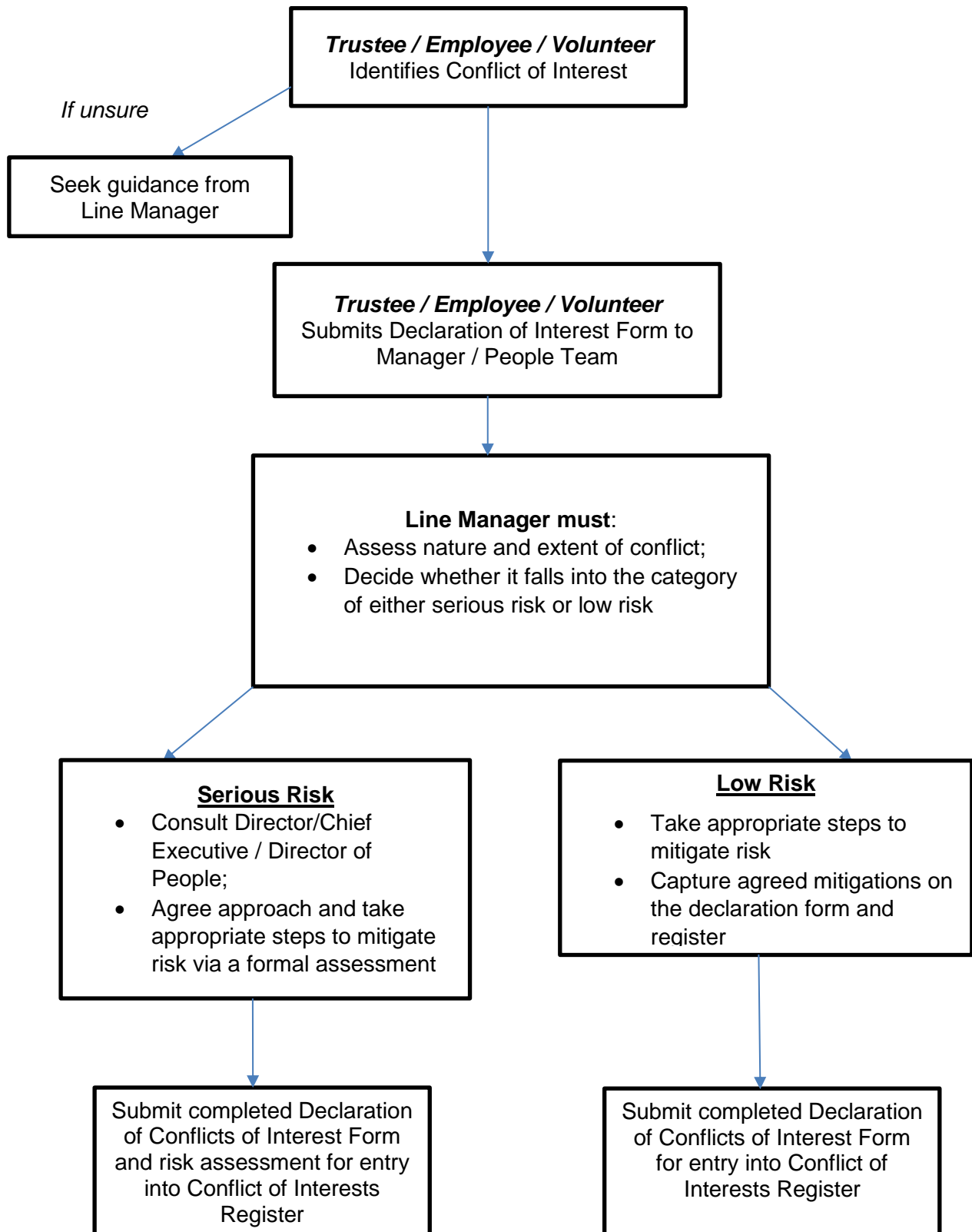
- 13.1 The Head of Audit Risk & Governance will be responsible for maintaining the register of gifts and hospitality in the form set out in Appendix 7 for all trustees, employees and volunteers. They will record in the register all conflicts, interests, gifts and hospitality over the value of £50 declared by an employee, whether accepted or declined.
- 13.2 The register of gifts and hospitality will be available for inspection by any trustee or Director of the Charity on request.

SECTION D: MONITORING, ENFORCING AND REVIEWING THIS POLICY

14 MONITORING, ENFORCING AND REVIEWING THIS POLICY

- 14.1 Any trustee, employee or volunteer who becomes aware of a breach of this policy must report it to their Line Manager or relevant HR Business Partner as soon as possible. Reporting breaches of this policy may, in certain circumstances, constitute 'whistleblowing'. For further information and guidance on this please refer to HR 105 Whistleblowing Policy (Public Interest Disclosures).
- 14.2 The Line Manager or relevant HR Business Partner must:
- a) report all breaches of the policy of which they are aware to the Director of the People Team; and
 - b) ensure that all breaches are noted in the relevant register or personnel file.
- 14.3 Any failure to comply with the terms of this policy may result in disciplinary proceedings.

CONFLICTS OF INTEREST - Flow Chart



THE CHILDREN'S TRUST

REGISTER OF CONFLICTS OF INTEREST

ARISING FROM BUSINESS RELATIONSHIPS OR BUSINESS INTERESTS

1. CONFLICTS POLICY

1.1 The Children's Trust has implemented a conflicts of interest policy (HR 128 Declarations Policy) under which they have agreed that a register will be kept of all conflicts of interest declared by trustees, employees and volunteers.

2. MAINTENANCE OF REGISTER

2.1 This register is maintained by the Head of Audit Risk & Governance who will record all conflicts, gifts and hospitality declared by the trustees, employees and volunteers in accordance with the Declarations Policy.

3. REVIEWING THE REGISTER

3.1 As agreed in the Declarations Policy, at least once in every 12-month period, all Directors will review the information relating to their department contained in this register and declare that the information is correct or make a further declaration if necessary. The Board will then review and approve the Register on an annual basis.

4. INSPECTION OF REGISTER

4.1 This register is available for inspection by trustees and Directors of the Charity on request.

REGISTER OF CONFLICTS OF INTERESTS

Conflict of Interest ID Number:	Date Notified	Name of Individual	Position e.g. Trustee, Employee or Volunteer	Brief details of interest notified	Brief details of any action to be taken	Person responsible for actions to be taken	Timeline for actions to be taken

THE CHILDREN'S TRUST
DECLARATION OF CONFLICTS OF INTEREST FORM

1. ABOUT THIS DECLARATION

- 1.1 As a trustee, employee or volunteer of The Children's Trust (the "Charity") you are required by the Charity's conflicts of interest policy (HR 128 Declarations Policy) to declare any personal interests, business interests, relationships or other direct or indirect interests that might potentially conflict with your duties as a trustee, employee or volunteer. Please read HR 128 Declarations Policy before completing this declaration.
- 1.2 Please read the statements in section 2 below and delete Yes or No as appropriate to you. If you have an interest to declare, please provide the details requested at section 2.2 below.
- 1.3 A **person connected** to you means:
- (a) The following family members:
 - (i) your spouse, civil partner, unmarried partner, children, stepchildren, grandchildren, parents, brothers and sisters; and
 - (ii) the spouse, unmarried partner or civil partner of any of them; or
 - (b) Any person who you are in a business partnership with or any person who is in a business partnership with a member of your family; or
 - (c) Any company, business, trust or organisation in which you (or any other person connected to you) have an interest as a beneficiary or through ownership, control or influence.

2. DECLARATION OF INTERESTS

2.1 I, [INSERT NAME], a trustee/ employee/ volunteer* of the Charity, set out below details of my interests as required by HR 128 Declarations Policy.

* Delete as applicable

(a)	I am, or a person connected to me is, an employee of, or partner in, companies, businesses or organisations that might give rise to a conflict.	Yes/ No*
(b)	I have, or a person connected to me has, the following financial or other interest in a company, business or organisation that might give rise to a conflict.	Yes/ No*
(c)	I have, or a person connected to me has, an appointment(s), including company directorships and charity trusteeships that might give rise to a conflict.	Yes/ No*
(d)	I am, or a person connected to me is, a member of the following professional bodies or special interest groups that might give rise to a conflict.	Yes/ No*
(e)	I am, or a person connected to me is, a shareholder in companies and/or investments or beneficial interests that might give rise to a conflict.	Yes/ No*

(f)	I am a party to, or have an interest in, or a person connected to me is a party to, or has an interest in, contracts with the Charity.	Yes/ No*
(g)	I am, or a person connected to me is, to be regarded as interested in any contract, arrangement or other relationship that may, after the date of this notification, be made between the Charity and any of the following companies, businesses or organisations.	Yes/ No*
(i)	I am, or a person connected to me is, a beneficiary or potential beneficiary of the Charity.	Yes/ No*
(j)	I hold, or a person connected to me holds property, information or opportunity that might give rise to a conflict.	Yes/ No*

2.2 If answering **yes** to any of the above please provide details of the following:

i)	Name of company, business or organisation or description of the property, information or opportunity as applicable:
ii)	Does the interest relate to you or a connected person?
iii)	Brief description of the interest:

3. DATA PROTECTION, CONFIRMATION AND UNDERTAKING

3.1	I consent to the information contained in this declaration being used for the purposes described in HR128 Declarations Policy and for no other purpose.
3.2	I confirm that, to the best of my knowledge: <ul style="list-style-type: none"> (a) the information contained in this declaration is complete and accurate; and

(b) I am not aware of any conflicts, other than those contained in this declaration, that exist between my role as a trustee, employee or volunteer and my personal or other interests.

3.3 I undertake to:

- (a) update this declaration as and when my circumstances change; and
- (b) declare promptly any conflict that arises in the future.

Signed

Trustee/ Employee/ Volunteer

Print name

Dated

GUIDANCE FOR LINE MANAGERS

Please complete this section and return the form to the Head of Audit Risk and Governance if you are satisfied that you have taken appropriate steps to mitigate any risk arising from the above conflict of interest. If you are unsure, please escalate this to your Line Manager or contact the People Team.

Name of Line Manager:

Actions taken to manage the above conflict of interest:

.....

.....

.....

.....

I confirm that I have reviewed the conflict of interest in accordance with HR 128 Declarations Policy and having taken the actions listed above am satisfied that no further actions are required other than this conflict be entered into the Conflict of Interests Register.

Signed:

Dated:

THE CHILDREN’S TRUST

DECLARATION OF PERSONAL RELATIONSHIP AT WORK FORM

1. ABOUT THIS DECLARATION

- 1.1 As a trustee, employee or volunteer of The Children’s Trust (the “Charity”) you are required by the Charity’s declarations policy (HR 128 Declarations Policy) to declare any personal relationships that you have with any other trustee, employee or volunteer of the Charity. Please read HR 128 Declarations Policy before completing this declaration.
- 1.2 “**Personal relationship**” means any emotional or romantic relationship which goes beyond the normally accepted boundaries of the professional sphere between colleagues. This will include formal, family relationships (for example, where people are married or living together). It will also include less formal situations (for example, where the parties consider that they are “seeing each other” or “going out together”).

14 DECLARATION

- Please complete the following:
- i) I, [INSERT NAME], a trustee/ employee/ volunteer* of the Charity, set out below details of my personal relationship with [INSERT NAME] a trustee/ employee/ volunteer* of the Charity as required by HR 128 Declarations Policy.
- ii) Brief description of nature of personal relationship:

15 DATA PROTECTION, CONFIRMATION AND UNDERTAKING

- 3.1 I consent to the information contained in this declaration being used for the purposes described in HR 128 Declarations Policy and for no other purpose.
- 3.2 I confirm that, to the best of my knowledge:
- (a) the information contained in this declaration is complete and accurate; and
- (b) I am not aware of any conflicts, other than those contained in this declaration, that exist between my role as a trustee, employee or volunteer and my personal or other interests.
- 3.3 I undertake to update this declaration as and when my circumstances change.
- Signed
- Trustee/ Employee/ Volunteer
- Print name
- Date.....

GUIDANCE FOR LINE MANAGERS

Please complete this section and return the form to the relevant HR Business Partner if you are satisfied that you have taken appropriate steps to mitigate any risk arising from the above relationship. If you are unsure, please escalate this to your line manager or contact the People Team.

Name of Line Manager:

Actions taken to manage any conflict of interest arising from the above relationship:

.....

.....

.....

.....

I confirm that I have reviewed the declaration of personal relationship in accordance with HR 128 Declarations Policy and having taken the actions listed above am satisfied that no further actions are required.

Signed:

Dated:

THE CHILDREN'S TRUST

GUIDANCE FOR LINE MANAGERS REVIEWING A DECLARATION OF RELATIONSHIP

1. Line Managers will know that they must not discriminate against staff on various protected grounds. They should particularly consider the characteristics of sex, sexual orientation and age before taking any action as a result of a personal relationship. For example, it should not be assumed that the more junior person in a couple will be transferred out of a team, as this could be indirectly discriminatory. If the Line Manager is in any doubt they should contact the relevant HR Business Partner for further guidance.
2. Line Managers should be aware that conduct directed towards a colleague for personal reasons may be unwanted and that, in some circumstances, this could amount to unlawful harassment for which the Charity could be liable. We will take any grievances (formal or informal) very seriously and investigate these without delay. Managers should escalate any complaints of this nature to the HR Business Partner as soon as possible.
3. Any information regarding personal relationships is confidential and likely to be protected under data protection laws. Line Managers are reminded about their data protection obligations under the law and HR 127 People Privacy Policy, including ensuring the security of such information. Further guidance may be sought from the HR Business Partner.
4. Line Managers are also reminded that we have a duty to protect the health and safety of our staff and that this includes mental health. If a manager has concerns regarding the health impact of a personal relationship on a member of staff they should bring this to the attention of the HR Business Partner or Occupational Health without delay.
5. Given the highly sensitive nature of personal relationships, managers should seek the assistance of the HR Business Partner before dealing with any issues which may arise. They should also ensure that a formal note is taken of any meetings to discuss personal relationships.

THE CHILDREN'S TRUST

DECLARATION OF GIFTS AND HOSPITALITY FORM

1. ABOUT THIS DECLARATION

As a trustee, employee or volunteer of The Children's Trust (the "Charity") you are required by the Charity's conflicts of interest policy (HR 128 Declarations Policy) to declare any gifts or hospitality that you or a connected person are offered over the value of £50 that arise out of your position as trustee, employee or volunteer of the Charity. Please read HR 128 Declarations Policy before completing this declaration.

2. DECLARATION

Please complete the following:

- i) Date of gift or hospitality:

- ii) Does the gift or hospitality relate to you or a connected person?

- iii) Brief description of the gift or hospitality (including whether it was declined or accepted) and approximate value:

3. DATA PROTECTION, CONFIRMATION AND UNDERTAKING

3.1 I consent to the information contained in this declaration being used for the purposes described in HR 128 Declarations Policy and for no other purpose.

3.2 I confirm that, to the best of my knowledge:

(a) the information contained in this declaration is complete and accurate; and

(b) I am not aware of any gifts or hospitality, other than those contained in this declaration, that exists due to my role as a trustee, employee or volunteer.

Signed

Trustee/ Employee/ Volunteer

Print name

Dated

GUIDANCE FOR DIRECTORS

Please complete this section and return the form to the Head of Audit Risk and Governance. If you have any queries regarding this declaration please escalate this to the People Team.

Name of Director:

Please tick as appropriate

I give consent to the acceptance of this gift/ hospitality

I do not give consent and require this gift/ hospitality be declined

Any comments or actions taken in respect of the declared gift or hospitality:

.....

.....

I confirm that I have reviewed this declaration of gifts or hospitality over £50 in accordance with HR128 Declarations Policy.

Signed:

Dated:

THE CHILDREN'S TRUST
REGISTER OF GIFTS AND HOSPITALITY

1. HR128 DECLARATIONS POLICY

1.1 The Children's Trust has implemented a policy covering gifts and hospitality (HR 128 Declarations Policy) under which they have agreed that a register will be kept of all gifts and hospitality, where accepted or in rare circumstances when it is appropriate to formally note a gift or hospitality was declined, declared by the trustees, employees and volunteers.

2. MAINTENANCE OF REGISTER

2.1 This register is maintained by the Head of Audit Risk & Governance who will:

- (a) record all gifts and hospitality declared by the trustees, employees and volunteers in accordance with the HR 128 Declarations Policy; and
- (b) circulate amendments or additions to the register (if any) to the trustee board at the start of each trustee meeting.

3. REVIEWING THE REGISTER

3.1 As agreed in the HR 128 Declarations Policy, at least once in every 12-month period, all Directors will review the information relating to their department contained in this register and declare that the information is correct or make a further declaration if necessary.

4. INSPECTION OF REGISTER

4.1 This register is available for inspection by Trustees and Directors of the Charity on request.

GIFTS AND HOSPITALITY REGISTER

Gift and Hospitality ID Number:	Date Notified	Name of Individual	Position e.g. Trustee, Employee or Volunteer	Brief details of gift/ hospitality notified	Brief details of any action taken