

Nhulunbuy Primary School – Conflict of Interest Policy



NPS VALUES



NPS VISION

At Nhulunbuy Primary School:

We are supportive and respectful of each other and of our cultures.

Our classrooms are happy and inclusive and we create a fun and welcoming environment in which to work and learn.

Our learning community feels safe and valued.

There is consistency across the school about shared expectations for everyone.

We work together to share ideas, successes and growth, valuing each other's differences.

We provide meaningful learning opportunities that are differentiated, inspiring, challenging and engaging.

Approval	
Document title	Conflict of Interest Policy Nhulunbuy Primary School
This document applies to	Department of Education and Training staff employed at Nhulunbuy Primary School
Approved by	Rachel Blundell, Principal
Date approved	25 January 2025
Ratified by school council	TBA
Date ratified	TBA
Document review	Two Years

Version	Date	Author	Changes made
1.0		Full school name	First version

Nhulunbuy Primary School – Conflict of Interest Policy

Purpose

Nhulunbuy Primary School is committed to ensuring that all decisions relating to the school, including student matters, staff decisions, procurement, school resources and programs, are made fairly, transparently, and in the best interests of the school community. To uphold integrity and trust, staff must avoid real, potential, or perceived conflicts of interest. All staff are required to disclose conflicts of interest to ensure impartiality in decision-making and school operations.

Scope

This policy applies to all staff members, including teaching, support, administration, and leadership staff.

Policy Statement

1. Conflict of Interest Disclosure

- All staff are required to complete an annual Conflict of Interest Declaration Form, which must be approved by their line manager and forwarded to the Chief Executive of Education.
- Staff must promptly update their disclosure if circumstances change.
- Disclosures are held centrally, accessible to leadership and relevant personnel, and communicated appropriately for awareness and compliance.
- **Staff must disclose:**
 - Relationships or connections with students, families, or external service providers.
 - Affiliations with other organisations, clubs, or community groups that could influence decisions or create a perceived conflict.
 - Any paid employment or contract work undertaken outside of their role with the Department of Education that may conflict with their responsibilities or the school's interests.
- Where staff intend to engage in paid work outside their Department of Education role, they must complete the required '*Application to Engage in Outside Employment*' form in addition to the Conflict of Interest Declaration Form.

2. Recusal from Decision-Making

- Staff who have a declared conflict of interest must recuse themselves from decisions that may be influenced by that conflict.
- This includes, but is not limited to:
 - Selection for awards, scholarships, or recognition programs.
 - Behaviour management, conflict resolution, or disciplinary actions.
 - Decisions regarding enrolment, progression, or class placement.
 - Awarding contracts, procurement of goods or services, or allocation of school resources.
- Where a conflict exists, an appropriate alternate staff member or decision-maker will be assigned.

3. Student Reporting and Support

- In the event of an incident involving a student, students must not report to, or be managed by, a staff member with a declared conflict of interest.
- Leadership will ensure an alternate staff member is assigned to manage the matter fairly and transparently.

4. Transparency and Confidentiality

- All disclosures and recusal decisions will be communicated appropriately within the school to ensure awareness and consistency.
- Staff are expected to respect confidentiality while ensuring compliance with this policy.

Responsibilities

- Staff: Declare conflicts of interest, recuse themselves as required, and uphold the integrity of the process.
- Leadership: Maintain disclosure records, assign alternate staff when conflicts arise, and monitor compliance.

Review

This policy will be reviewed every two years, or earlier if required, to ensure ongoing relevance and compliance.