



Chilwell Primary School

"Learning for Life"

Gavan Welsh – Principal

No.2061

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POLICY: CONFLICT OF INTEREST

1. Rationale:

This policy outlines the principles applying to the declaration and management of actual and potential conflict of interest. The policy applies to all staff employed by the School, including ongoing, fixed term, part time, and casual staff. This policy also applies to members of Council.

2. Aims:

- to protect the School's interest in impartial and objective decision making.
- to protect the reputation of the School by maintaining ethical standards of good judgment, fairness and integrity in all its dealings.
- to ensure that employees and Council members always observe the highest standard of business ethics .
- to avoid any activity or interest that might reflect unfavourably upon a staff member's or council member's own integrity and good name, or upon the integrity and good name of the School.

3. Implementation:

- All staff members and council members performing School duties are required to act in good faith towards the School and DET.
- Staff members and Council members must ensure there is no conflict of interest between their personal interests and their duties, obligations and responsibilities to the School. Where such a conflict occurs, the interests of the School will be balanced against the interests of the staff member. Unless exceptional circumstances exist the balance of interests will be resolved in favor of the School and within DET guidelines.
- Conflict of interest can be financial or personal and involves the interests of a staff member or council members or members of their family or friends.
- Of their own volition staff or council members must disclose actual or potential conflicts of interest to the Principal in writing and stand down in any decision making process where they may be compromised. If the Principal discloses actual or potential conflict of interest he/she must advise school council and stand down in any decision making process where they may be compromised. If a council member discloses actual or potential conflict of interest he/she must advise school council and the Principal and must stand down in any decision making process where they may be compromised.
- Failure of a staff member, Principal or Council member to disclose a potential or actual conflict of interest constitutes a breach of the School's policy and DET guidelines in relation to conflict of interest and may result in disciplinary actions. Depending on the nature and impact of the conflict of interest situation, other action may be instigated, including legal action.
- It is not appropriate for peers or subordinates of an employee who is compromised to be involved in the management of the conflict of interest. Such staff are not considered to be outside the sphere of influence of the staff member or council member concerned.
- Confidentiality is to be maintained at all times by all persons involved and the School will seek to ensure that confidential disclosures are protected from misuse. Nothing precludes either the staff member who has disclosed the conflict of interest or the manager to whom the disclosure was made from seeking advice from DET, HR or the Department of Education Legal Liability Branch, on any matters relating to this policy

4. Evaluation

This policy has been ratified by School Council – October 2016.

Review: Biennially