



Managing Actual, Potential or Perceived Conflict of Interest

Re: Staff child/ren attending Alawa Primary School.

- Discussion is held with the Principal in regard to enrolment at Alawa Primary. Children must attend regularly unless unwell as with the APS Attendance Policy.
- Enrolment of out of area children will only be considered by the principal if the school is under 85% enrolment capacity in line with the APS Managed Enrolment Policy.
- Staff are directed to follow the NTPS / APS Code Of Conduct
- All issues, concerns are to be managed with individual teachers through usual communication channels i.e. but not limited to, make an appointment for after hours, no discussions in the staffroom, passing conversations
 - This is relevant for the teacher of the child as well as the parent / staff member
 - This includes discussions between the Principal / Assistant Principal / Business Manager and staff / family members
- If there is a perceived blurring of boundaries by staff, then Senior Staff will facilitate a meeting to discuss/resolve the actual, potential or perceived conflict of interest. Minutes will be taken and shared.
- The Staff member / parent may request that all communication regarding issues be directed to the spouse / other parent not working at the school.
- Staff are not to use and access school/Department of Education databases for personal reasons
- It is recommended that staff use their personal email when communicating with other staff in relation to their child/ren unless the matter is simply operational such as absence notifications etc. It is also requested that teachers use personal emails if provided by the parent for communication.
- Children at school before and after core hours must be supervised or alternate care arranged without impacting on the staff members duties, other staff members or meetings etc
- Confidentiality must be adhered to at all times and staff must be aware that little ears may at times overhear information which they should not be privy to.
- Social media access and postings must follow the NTG Social media Guidelines and be adhered to at all times. Staff are asked to be very careful of posting in social media any information, views or details about the school or children.
- This Policy will be shared with staff at the start of each Semester
- A meeting will be held at the start of each year for any staff with children enrolled at APS to review these expectations.

With regards to Staff and Family members working together at Alawa Primary School

- All staff are directed to follow the Code of Conduct as outlined in the Staff memo and Staff handbook
- All issues, concerns are to be managed as individual cases through the usual channels, which includes discussions between the Principal / Assistant Principal / Business Manager and staff / family members
- If there is a perceived or actual blurring of boundaries by family members in the workplace a meeting will be arranged to discuss with the parties involved with the Principal / Assistant Principal / Business Manager. A record of the meeting will be taken and shared to all involved
- All communication should be open and transparent especially NTG emails, portal etc. Personal communication [eg phone calls, text messages] outside the preferred mode of communication can be construed as breaching the Code of Conduct if inappropriate or of an unpleasant tone
- Confidentiality must be adhered to at all times
- All staff are expected to treat colleagues as individuals and not link family members within the same workplace
- Staff and family members are expected to respect boundaries within the workplace and outside the workplace.

Sandy Cartwright, Principal
Alawa Primary School
17.1.2025

Name:

Date:

Signed: