SOUTHSIDE
Montessori School

Conflict of Interest Policy & Procedures

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Southside Montessori School is a co-educational and non-denominational independent school rooted in the traditions of Montessori philosophy. The school offers a fully integrated educational experience that nurtures a child's holistic development through an authentic Montessori pedagogical approach. Offering an individualised learning journey across the continuum of learning within the National Montessori Curriculum framework and NESA Curriculum, children develop essential academic skills, critical thinking abilities, and a strong sense of self-confidence.

Purpose

Southside Montessori school implements this policy to establish standards and guidance on how to manage conflicts of interest in an ethical manner. The School is committed to mitigating and preventing adverse consequences that can arise from conflicts of interest, as well as the appearance of favouritism, undue influence, or impropriety.

Scope

This policy applies to all persons undertaking work for or engaged by Southside Montessori Society and School, in either a paid or unpaid capacity.

Definitions

A conflict of interest exists when a reasonable person might perceive that your per interests could be favoured or have influence over your public duties.

Conflicts of interest can be:

- **Actual** – a conflict currently exists between your work duties and your personal interests.
- **Potential** – no conflict currently exists, but circumstances do exist that mean there could be a conflict in the future.
- **Perceived** – there is no actual or potential conflict, but any reasonable person might perceive or believe that a conflict exists.

Unless otherwise stated, a reference in this policy to a conflict of interest is a reference to any actual, potential, or perceived conflict of interest.

Managing conflicts of interest is important, because members of Southside Montessori Society should rightly expect that staff of the School, or their close connections and associates, should never be in a position to obtain undue personal benefits. Noting that:

- In most cases, only you will be aware of the conflict of interest. Consequently, the onus is on you to identify and declare any such interests in accordance with this policy.
- It can be challenging to assess objectively whether your own personal interests are in conflict with your work duties. Therefore, you should act with caution and make a disclosure if you are unsure about whether there is a conflict of interest. If you're not sure, declare.
- A conflict of interest can involve inflicting harm or disadvantage on another and not just an advantage that improperly favours the public official or their associates.

Implementation

All members of staff, paid or unpaid, are required to adhere to the key guidelines outlined below:

- disclose all conflicts of interest in accordance with this policy
- work with your manager or other appropriate colleagues to ensure conflicts of interest are properly managed
- not allow your interests to affect the way in which you carry out your duties
- protect the reputation of the School considering how a conflict of interest situation, whether actual, perceived, or potential, may impact the school.
- Update your Conflict of Interest status by reporting this to the Principal whenever your personal circumstances have changed or when a conflict of interest may be seen to affect the way you carry out your duties.

Version Control

Version number	Date	Details	Approved by
V1.0	9 June 2022	AISNSW	Principal (Charisse Sweeney)
V2.0	6 December 2023	Revised	Principal (Charisse Sweeney)
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