

## Background

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A conflict of interest occurs when an individual or organization is involved in multiple interests, of which could *possibly* corrupt the motivation for an act by another.

It involves a situation where a person has a personal interest in a matter.

A conflict of interest can be actual, potential, or perceived.

An **actual conflict of interest** is one where there is a real conflict between the organization and/or employee's duties and responsibilities and their private interests.

A **potential conflict of interest** arises when an employee has private interests that could conflict with their work duties.

A perceived **conflict of interest** can exist where a third party could form the view that an employee's private interests could improperly influence their work duties.

## Policy statement

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This policy outlines the steps the Service and educators take to ensure if a situation arises that a person has a personal interest in a matter, that this is handled with professionalism and it is important that there are no perceptions of deception.

An 'interest' can mean anything that can have an impact on an individual or group.

'*Private interests*' include not only Sunkids' employees own personal, professional, or business interests but also the personal, professional, or business interests of individuals or groups with whom they are closely associated (relatives, friends, rivals or enemies).

## Strategies and practices

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- It is common within an industry that associations and networks develop between practitioners with a shared interest. Not all associations will be deemed a conflict of interest; however, it is important that there are no perceptions of deception.
- Educators are required to discuss any matter with the Nominated Supervisor if they feel there could be a perception of a conflict of interest.
- Nominated Supervisor must advise the operational staff if there could be a perception of a conflict of interest.
- Sunkids relies on the ethics and integrity of its employees to be open and honest and to critically evaluate if a conflict of interest exists.
- The following are examples, and are in no way inclusive of all conflict situations: -
  - Educators' child attending Service – refer to [Access and Admissions Policy](#)

- Employment of educators who are known, related to or have any prior association with the Nominated Supervisor or educators.
- Engaging the services of a company when there is a prior personal association, and no other quotes are sought.
- Selling or promoting the services or products of one company or parent over another through the Service
- Prioritising an enrolment due to a personal or previous association
- Disclosing commercially sensitive or confidential material with a friend or relative who works at another organization.

## Contact with Families Outside the Centre

Educators and families often form a close bond, and the children of friends may be enrolled at the Service. The following guidelines must be met: -

- Information about a child who is known to the educator will be treated with the same confidentiality as another child. The child's senior educator will discuss all matters about the child's development and behaviour with the family.
- Babysitting of children outside work hours is strongly discouraged. Apart from the legal implications this may have for the Approved Provider, the role of the educator as a professional educator is not enhanced. However, Sunkids acknowledges the individual's right to financial gain. Therefore, educators undertaking babysitting or nanny duties in their personal time must undertake the following: -
  - Advise the Nominated Supervisor of the family's request
  - Provide a letter from the Approved Provider to the family that must be signed by the family before any babysitting has commenced

## Additional safe practices for babies

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- N/A

## Responsibilities of parents

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- N/A

## Procedures and forms

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- N/A

## Links to other policies

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- Enrolment and Orientation Policy

## Links Education and Care Services National Regulations 2011, National Quality Standard 2018

Regs	147	Staff Members
	151	Record of educators working directly with children
	168	Education and care services must have policies and procedures
	181	Confidentiality of records kept by approved provider
	183	Storage of records and other documents
	184	Storage of records after service approval transferred
QA	4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills
	4.2.2	Professional standards guide practice, interactions and relationships
	5.1.2	The dignity and rights of every child are maintained
	6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service
	7.2.1	There is an effective self-assessment and quality improvement process in place

## Sources

- Education and Care Services National Regulations 2023
- Guide to the National Quality Standard (ACECQA), version updated 2024

## Further reading and useful websites

- Department of Education (Queensland) – <https://education.qld.gov.au/> accessed 23 June 2025
- ACECQA. (2024). Responsible Person Requirements for Approved Providers. <https://www.acecqa.gov.au/resources/factsheets/responsible-person-requirements> accessed 23 June 2025
- Australian Children's Education and Care Quality Authority – <https://www.acecqa.gov.au/> accessed 23 June 2025

## Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

## Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Kaylene Harper	Updated to changed NQF requirements 1 February 2018.	January 2019
2	14 February 2019	Kaylene Harper	Reviewed policy. Accessed sources and further readings.	February 2020
3	29 January 2020	Kaylene Harper	Reviewed policy. Accessed sources and further readings.	January 2021
4	14 October 2020	Kaylene Harper	Reviewed policy. Accessed sources and further readings.	October 2021
5	23 September 2021	Kaylene Harper	Reviewed policy	September 2022
6	7 October 2022	Linda Hollard	Reviewed Policy Accessed sources	October 2023
7	23 August 2023	Grace McKinstry	Reviewed Policy Accessed sources	August 2024
8	8 July 2024	Tiffany Boeske	Reviewed policy Accessed sources	July 2025
9	24 June 2025	Gen Mahaki	Annual review, updated references and web links.	June 2026