



Code of Conduct

This Code of Conduct applies to all financial members, volunteers and employees (“members”) of Balgownie Public School P&C Association (“the Association”) while undertaking any role or activity related to the Association.

Members are expected to uphold the highest standards of behaviour and ethical conduct in support of the Association’s objectives.

The P&C members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

The Principles

The code of conduct is based on the following fundamental ethical principles;

- Respect for the law
- Respect for all persons
- Integrity
- Diligence
- Economy and efficiency
- Child safety

1. Respect for the Law

The P&C members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

2. Respect for all Persons

The P&C members are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

3. Integrity

The P&C members should be honest in carrying out their duties and avoid conflicts of interest between their private interests and their P&C responsibilities with respect to:

- Personal relationships
- Financial relationships



- Receipt of gifts and hospitality
- Outside work
- Use of confidential information obtained in the course of P&C duties
- External activities and public comment
- Conducting personal transactions through general school channels

The P&C members should declare any real or perceived conflicts of interest via P&C meetings. For more information please refer to Balgownie P&C's Conflict of Interest Policy

The P&C members should report allegations of corruption and follow the Grievance and Complaints Policy to resolve them.

4. Diligence

The P&C members should carry out their duties in a professional and conscientious manner.

This involves:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in P&C related activities
- Ensuring outside interests do not interfere with a P&C member's duties or responsibilities
- Adhering to professional codes of conduct where applicable
- Show up to meetings and work in a fit and proper state observing health and safety standards

The P&C members are encouraged to report fraud or corrupt conduct to an office bearing executive of the P&C and/or external authorities.

5. Economy and Efficiency

- All members should use Balgownie Public School P&C Association resources for legitimate purposes.
- All members should avoid waste
- All members should seek to get the best value for money for the school and seek three quotes in writing prior to approval
- All members should maintain adequate security over association property, facilities and resources

6. Child Safety

All persons engaged by the P&C must:

- Maintain appropriate physical and professional boundaries
- Avoid being alone with a child where possible
- Avoid private communication with children via personal devices
- Treat all children with respect
- Immediately report concerns

Further information in relation to Child Safety and Working With Children Checks can be found in Balgownie P&C's Child Safety and Working With Children Check (WWCC) Policy.



7. Confidentiality

Personal information about a member should not be disclosed without the member's consent, unless there is lawful authority to do so. Documents and information of the P&C Association should be placed in secure locations where possible and sensitive information should not be distributed without the President's consent.

For more information please refer to Balgownie P&C's Privacy, Confidentiality and Records Management policy.

8. Grievances, complaints and feedback

Breaches of this Code of Conduct or other policies of the P&C Association will be addressed by way of standard Grievances and Complaints procedures. For more information please refer to Balgownie P&C's Grievances, complaints and feedback policy.

9. Document Information and Review

This document will be reviewed by the Custodian on an annual basis. Any updates to this policy must be adopted or approved at a general or special meeting before becoming effective. Seven days' notice is required for adoption or alteration.

Custodian: P&C President or agreed delegate

Next review due: April 2027

Version	Changes made	Prepared by	Reviewed by	Date Adopted
Draft	Creation with content taken from NSW P&C Federation template	Eleisa Cajna 28/1/2026	Ashley Hally Burton, Julia King	-
Draft v2	Formatting and grammar update	Ashley Hally Burton 9/2/26	Eleisa Cajna	-
Draft v3	Simplify language to improve readability	Eleisa Cajna 27/2/26	BPS P&C Association Members	6 May 2026 at Association General Meeting
BPS PC Code Of Conduct 2026	Remove draft watermark and update document name	Eleisa Cajna		