

BHBI SCHOOL	Procedure Manual
PROTECTED DISCLOSURES	NAG 3

INTRODUCTION

The purpose of this policy is to provide information and guidance to employees of the school who wish to report serious wrong doing within the school.

This policy is issued in compliance with the Protected Disclosures Act 2000.

The policy consists of :

1. A definition of a protected disclosure
2. A definition of serious wrongdoing that can be the basis for a protected disclosure by an employee
3. Conditions for disclosure
4. Information on who can make a disclosure
5. Protection's for employees making disclosures
6. A procedure by which an employee can make a disclosure

WHAT IS A PROTECTED DISCLOSURE

A protected disclosure is a declaration made by an employee where they believe serious wrongdoing has occurred. Employees making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

DEFINITION OF SERIOUS WRONGDOING

Serious wrongdoing for the purposes of this policy includes any of the following:

- Unlawful, corrupt, or irregular use of public funds or resources
- An act or omission or course of conduct :
 - which seriously risks public health or safety or the environment; or
 - that constitutes an offence; or
 - that is oppressive, improperly discriminatory, grossly negligent or constitutes gross mismanagement; or
 - constitutes serious risk to the maintenance of law.

CONDITIONS FOR DISCLOSURE

Before making a disclosure the employee should be sure the following conditions are met:

- the information is about serious wrongdoing in or by the school; and
- the employee believes on reasonable grounds the information to be true or is likely to be true; and
- the employee wishes the wrongdoing to be investigated; and
- the employee wishes the disclosure to be protected.

WHO CAN MAKE A DISCLOSURE

Any employee of the school can make a disclosure. For the purposes of this policy an employee includes:

- current employees and principal
- former employees and principals
- contractors supplying services to the school

PROTECTION OF EMPLOYEES MAKING DISCLOSURES

An employee who makes a disclosure and who has acted in accordance with the procedure outlined in this policy:

- may bring a personal grievance in respect of retaliatory action from their employers;
- may access the anti-discrimination provisions of the Human Rights Act in respect of retaliatory action from their employers;
- are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure;
- will, subject to Clause 5 of the Procedure, have their disclosure treated with the utmost confidentiality.

The protection's provided in this section will not be available to employees making allegations they know to be false or where they have acted in bad faith.

PROCEDURE

Any employee of the Blockhouse Bay Intermediate School who wishes to make a protected disclosure should do so using the following procedure.

1. **How to submit a disclosure**

The employee should submit the disclosure in writing

2. **Information to be contained**

The disclosure should contain detailed information including the following:

- *The nature of the serious wrong doing*
- *The name or names of the people involved*
- *Surrounding facts including details relating to the time and / or place of the wrong doing if known or relevant*

3. **Where to send disclosures**

A disclosure must be sent in writing to the Principal or Deputy Principal (in the Principal's absence) who has been nominated by the Board of Blockhouse Bay Intermediate School under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose.

OR

If you believe that the Principal and / or Deputy Principal is involved in the wrong-doing or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then you can make the disclosure to the Chairperson of the Board of Trustees.

4. **Decision to investigate**

On receipt of a disclosure, the Principal, BOT Chair (Or Deputy Principal) must within 20 working days examine seriously the allegations of wrongdoing made

and decide whether a full investigation is warranted. If warranted a full investigation will be undertaken by the Principal or arranged by him / her as quickly as practically possible, through an appropriate authority. Where appropriate it may be necessary to action the school's child protection policy, abuse procedure, engage external agencies. Where the protected disclosure calls for investigation to ensure the safety of the school – a stand down maybe issued.

5. Protection of disclosing employees name

All disclosures will be treated with the utmost confidence. When undertaking an investigation, and when writing the report, the Principal (Or Deputy Principal) will make every endeavour possible not to reveal information that can identify the disclosing person, unless the person consents in writing or if the person receiving the protected disclosure reasonably believes that disclosure of identifying information is essential:

- To ensure an effective investigation
- To prevent serious risk to public health or public safety or the environment
- To have regard to the principles of natural justice
- Sharing communication (with whom the disclosure concerns) is private documentation between the school and the parties making the disclosure) Therefore this becomes sensitive information and is not permitted for sharing with any persons / organisations outside of school.

6. Report of investigation

At the conclusion of the investigation the Principal, BOT Chair (Or Deputy Principal) will prepare a report of the investigation with recommendations for action if appropriate, which will be sent to the chairperson.

7. Disclosure to an appropriate authority in certain circumstances

A disclosure may be made to an appropriate authority (including those listed below) if the employee making the disclosure has reasonable grounds to believe:

- The Chairperson in the school responsible for handling the complaint is or may be involved on the wrongdoing; or
- Immediate reference to another authority is justified by urgency or exceptional circumstances; or
- There has been no action or recommended action within 20 working days of the date of disclosure.

Appropriate authorities include (but are not limited to)

- Commissioner of Police
- Controller and Auditor General
- Director of the Serious Fraud Office
- Inspector General of Intelligence and Security
- Ombudsman
- Parliamentary Commissioner for the Environment
- Police Complaints Authority
- Solicitor General
- State Service Commissioner
- Health and Disability Commissioner
- The head of every public sector organisation

8. Disclosure to Ministers and Ombudsman

A disclosure may be made to a Minister or an Ombudsman if the employee making the disclosure

- Has decided not to investigate; or
- Has decided to investigate but not made progress with the investigation within reasonable time; or
- Has investigated but has not taken or recommended any action; and
- Continues to believe on reasonable grounds that the information disclosed is true or is likely to be true.

A copy of the act can be found on the internet.