



St. Joseph's Catholic School, Grey Lynn

Established 1884

POLICY: PROTECTED DISCLOSURES

PURPOSE

The purpose of this policy is to provide information and guidance to employees, past and present, and contractors who wish to report serious wrong doings within the school.

GUIDELINES

- 1) The Board of Trustees must comply with the provisions of the Protected Disclosures Act 2000.
- 2) A protected disclosure is a declaration made by an employee where they believe serious wrongdoing has occurred.
- 3) 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, if it is true.
- 4) For the purposes of this policy an employee includes:
- 5) Current employees and Principal
- 6) former employees and Principals
- 7) contractors supplying services to the school
- 8) The Principal is the person to whom protected disclosures can be made and is delegated the authority to investigate the complaint.
- 9) If the Principal is believed to be involved in the serious wrongdoing then the Chairperson of the Board of Trustees is the person to whom protected disclosures can be made and who has the delegated authority to investigate the complaint.
- 10) Any employee who wishes to make a protected disclosure should do so using the internal procedures contained in Appendix 1.
- 11) Information about internal procedures and how to use them must be published widely in the school and must be republished at regular intervals.
- 12) This policy is written in conjunction with the Special Character Policy



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DECEMBER Review (Even Year)

COMMENTS (select from): Approved / Ratified / to be amended / to be rewritten

Year	Comment	Action	Signed
2018		updated.	RMSmg 05-12-18
2020			
2022			
2024			

This policy will be reviewed according to the Board's Effectiveness Review Programme


Chairperson


Date

APPENDIX 1

Protected Disclosures Act 2000 Internal Procedures

- 1) If on reasonable grounds you believe you have information that a serious wrongdoing is occurring or may occur within the school, and you wish to disclose that information so it can be investigated, you can make a protected disclosure to the Principal.
- 2) The disclosure must be submitted in writing.
- 3) You must identify that the disclosure is being made under the **Protected Disclosures Act** and is following Board procedure.
- 4) The disclosure must include details of the complaint (eg details relating to time and/or place of the wrongdoing if known or relevant and must state who the complaint is against).
- 5) If you believe that the Principal is involved in the wrongdoing, or has an association with the person committing the wrongdoing which would make it inappropriate to disclose to them, then you can make the disclosure to the Chairperson of the Board of Trustees.
- 6) It is up to the person to whom you make the disclosure, to decide if it constitutes a serious wrongdoing and whether the allegations need investigating.
- 7) They can decide:
 - a. to investigate the disclosure themselves;
 - b. to forward the disclosure to the Board of Trustees Complaints sub Committee (Personal Sub Committee) to investigate;
 - c. Whether it needs to be passed onto another appropriate authority. If it goes to another appropriate authority they will advise you that they are now investigating the complaint. Appropriate authorities include;
 - d. the Commissioner of Police
 - e. an Ombudsman
 - f. the Secretary for Education of the Ministry of Education
 - g. the Chief Review Officer of the Education Review Office (ERO)
- 8) You can go to the appropriate authority yourself:
- 9) When you believe that the Principal and Chairperson of the Board of Trustees are parties to the wrongdoing or have an association with the person which would make it inappropriate for them to investigate;
- 10) If after 20 working days there has been no action or recommended action on the matter to which the disclosure related.