



NAG 3 Protected Disclosures Policy

The purpose of this policy is to provide information and guidance to employees of the school who wish to report serious wrongdoing within Paparangi School in compliance with the Protected Disclosures Act 2000.

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

1. Serious wrongdoing for the purposes of this policy includes any of the following:
Unlawful, corrupt or irregular use of public funds or resources
2. 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 of 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 or 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
- Is 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 protections 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 person who wishes to make a protected disclosure should do so using the following procedure.

1. The person should submit the disclosure in writing.
2. The disclosure should contain detailed information including the following:
 - The nature of the serious wrongdoing
 - The name or names of the people involved
 - Surrounding facts including details relating to the time and/or place of the wrongdoing if known or relevant
3. A disclosure must be sent in writing to the Privacy Officer (the principal) under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose.

OR

If you believe that the Privacy Officer is involved in the wrongdoing 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.

4. On receipt of a disclosure, the Privacy Officer (or chairperson) 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 a Protected Disclosure Committee or arranged by him/her as quickly as practically possible, through an appropriate authority.
5. All disclosures will be treated with the utmost confidence. The Privacy Officer (or chairperson) will not reveal information that could identify the disclosing person when undertaking an investigation unless the person consents in writing, or if the

person receiving the protected disclosure reasonably believes that disclosure of identifying information is essential in order to:

- Ensure an effective investigation; or
 - Prevent serious risk to public health or safety of the environment; or
 - Apply principles of natural justice
6. At the conclusion of the investigation the Privacy Officer will prepare a report of the investigation, complete with recommendations for appropriate action, which will be sent to the Board of Trustees and any other appropriate agencies.
7. A disclosure may be made to an appropriate authority (including those listed below) if the person making the disclosure has reasonable grounds to believe:
- The person in the school responsible for handling the complaint is or may be involved in 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 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 any public-sector organization
8. A disclosure may be made to a Minister or Ombudsman if the employee making the disclosure:
- Has made the same disclosure according to the internal procedures and clauses of the policy; and
 - Reasonably believes that the person or authority to whom the disclosure was made:
 - a. Has decided not to investigate; or
 - b. Has decided to investigate but not made progress with the investigation within reasonable time; or
 - c. Has investigated but has not taken or recommended any action; and

- d. Continues to believe on reasonable grounds that the information disclosed is true or is likely to be true

Approved at: May 2018

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