



Protected Disclosures Policy

Rationale

The Board accepts that it has a responsibility under the Protected Disclosures Act 2000 to have in operation internal procedures for receiving and dealing with information about serious wrongdoing in or by the School. The Board also accepts that it must regularly educate and train its employees on the internal disclosure system. This is consistent with the school vision and values.

The Board agrees that this Policy must be published widely in the School, will be provided to all new employees and will be republished at regular intervals (at least annually).

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

Definitions:

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.

Serious wrongdoing includes any serious wrongdoing of any of the following type:

- an unlawful, corrupt, or irregular use of funds or resources; or
- an act, omission or course of conduct that constitutes a serious risk to public health or public safety or the environment; or
- an act, omission or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to fair trial; or
- an act, omission or course of conduct that constitutes an offence;
- an act, omission or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.

Guidelines:

1. Before making a disclosure the employee should be sure the following conditions are met:
 - a. the information is about serious wrongdoing in or by the school;

- b. the employee believes on reasonable grounds the information to be true or likely to be true;
 - c. the employee wishes the wrongdoing to be investigated; and
 - d. the employee wishes the disclosure to be protected.
2. Any employee of the school can make a disclosure. For the purposes of this policy an employee includes:
 - a. current employees and Principal;
 - b. former employees and principals;
 - c. contractors supplying services to the school.
3. An employee who makes a disclosure and who has acted in accordance with the procedure outlined in this policy:
 - a. may bring a personal grievance in respect of retaliatory action from their employers;
 - b. may access the anti-discrimination provisions of the Human Rights Act in respect of retaliatory action from their employers;
 - c. are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure; and
 - d. will, subject to Section (e) in the Procedure, have their disclosure treated with the utmost confidentiality.
4. The protections provided in this policy will not be available to employees making allegations they know to be false or where they have acted in bad faith.

Chairperson:



Date:

20/6/22

Next review date: July 2025

ASSOCIATED PROCEDURES AND DOCUMENTS:

- Procedure for making a protected disclosure
- Protected Disclosures Act 2000

(NB: Procedures are developed as part of school management. The Board will be informed of the development or revision of procedures derived from Board policies by the Principal. For some especially significant procedures, these will be presented to the Board in full)



AD ALTIORA | MAURI ORA

Relating to PROTECTED DISCLOSURES POLICY

Procedure for making a protected disclosure

Any employee of the School who wishes to make a protected disclosure should do so using the following procedure:

a) How to submit a disclosure

The employee should submit the disclosure in writing.

b) Information to be contained

The disclosure should contain detailed information including the following:

- the nature of the serious wrongdoing;
- the name or names of the people involved; and
- surrounding facts including details relating to the time and/or place of the wrongdoing if known or relevant.

c) Where to send disclosures

A disclosure must be sent in writing to the Principal who has been nominated by the Board under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose.

OR

If the Principal is involved in the alleged wrongdoing, or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then the disclosure should be made to the Board Chairperson.

d) Decision to investigate

On receipt of a disclosure, the Principal or Board 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 the Principal or Board Chair or arranged by him/her as quickly as practically possible, through an appropriate authority. As part of this, a meeting of a Board Personnel sub-committee that deals with confidential employment issues may be called.

It is recommended that NZSTA, or alternative, advice is sought. If it is a potential employment issue, the Board's insurer should also be informed.

Confidential records of meetings, notes, and other documents arising from the investigation should be kept.

e) Protection of disclosing employee's name

All disclosures will be treated with the utmost confidence.

When undertaking an investigation, and when writing the report, the Principal or Board Chairperson 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; or
- prevent serious risk to public health or public safety or the environment, or the need for regarding principles of natural justice.

f) Report of investigation

At the conclusion of the investigation the Principal will prepare a report of the investigation with recommendations for action if appropriate, which will be sent to the Board Chairperson.

g) 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 Board Chairperson is or may be involved in the wrongdoing;
- 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 the 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
- The head of any public sector organisation

h) Disclosure to Ministers and Ombudsman

A disclosure may be made to a Minister or an Ombudsman if the employee making the disclosure has made the same disclosure according to the internal procedures and clauses of this Policy, and reasonably believes that the person or authority to whom the disclosure was made:

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