



WAIKATO DIOCESAN
School for Girls

Protected Disclosures Policy

NAG 6 – Compliance

Policy # 6.2

Rationale

The Protected Disclosures Act came into force on 1 January 2001 and applies to every public sector organisation. It is the responsibility of the Board of Trustees and Proprietor's Board of Waikato Diocesan School for Girls to have in operation procedures for receiving and dealing with information about serious wrongdoing in or by members of the school community.

Policy Statement

It is the policy of this school to comply with the requirements of the Act to ensure that the school's procedures in this regard follow principles of natural justice, to identify those within the school organisation to whom a disclosure may be made, and to outline where disclosures may be made to other persons or organisations.

In following the policy all employees will be protected by the following:

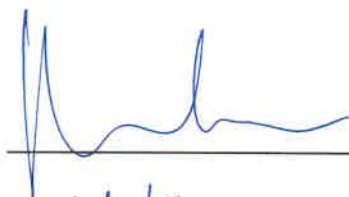
- Personal grievance provisions of the Employment Relations Act
- The victimisation provisions of the Human Rights Act
- Maintenance of confidentiality requirements

Guidelines

1. A protected disclosure is a declaration made by an employee where they believe on reasonable grounds that serious wrongdoing has occurred. Staff members making disclosure will be protected against retaliatory or disciplinary actions and will not be liable for civil or criminal proceedings related to the disclosures.
2. Serious wrongdoing, for the purposes of this policy, includes any of the following:
 - Unlawful, corrupt or irregular use of school funds or resources
 - An act or omission or conduct which seriously risks public health or safety or the environment; or
 - That is oppressive, improperly discriminatory, grossly negligent or constitutes gross mismanagement; or
 - Constitutes serious risk to the maintenance of law
3. Those making disclosure should ensure that:
 - The information is about wrongdoing in or by members of the school community
 - The staff member believes on reasonable grounds the information to be true or likely to be true
 - The staff member wishes the wrongdoing to be investigated
 - The staff member wishes the disclosure to be protected

4. Those who may make a disclosure are:
 - Any current employee including the principal
 - Any former employee or principal
 - Any contractor supplying services to the school
5. Staff members who make a protected disclosure in accordance with the provisions of the Protected Disclosures Act 2000 and with the school procedures referred to in clause 7:
 - May bring a personal grievance in respect of any retaliatory action from their employers or supervisors
 - May access anti-discrimination provisions of the Human Rights Act in respect of any retaliatory action
 - Are not liable to criminal or civil proceedings or to a disciplinary hearing by reason of having made or referred to a disclosure
 - Will have their disclosure treated with the utmost confidentiality
6. The protections provided in clause 5 of this policy will not be available to employees making allegations they know to be false or where they have acted in bad faith.
7. The following procedures apply in the administration of this policy:
 - 7.1 The School's Disclosure Officer is the Principal (if appropriate), and any disclosure should be made directly to her. If this is not appropriate the Chairperson of the BOT or PB or appropriate outside authority should be informed. (Referred to as Key Person)
 - 7.2 Disclosures should be made in writing and include all relevant details. Written statements should be signed and dated, and a returning address provided. If the disclosure is made verbally to the Disclosure Officer, then at the time, or as soon as possible afterwards, if reasonably practicable, the Disclosure Office shall make a written summary of the information disclosed, sign and date it, get the person making the disclosure to sign it and give them a copy (unless that is not reasonably practicable).
 - 7.3 The School's Disclosure Officer or Key Person will acknowledge receipt of a disclosure in writing.
 - 7.4 Within 20 working days after receipt of a disclosure, the School's Disclosure Officer or Key Person will report to the staff member concerned what action has been taken or recommended to be taken.
 - 7.5 The School's Disclosure Officer or Key Person will report, in confidence, every disclosure to the appropriate Board Chairperson who may refer the matter to the appropriate Board.

Adopted by BOT:




 20/9/21

Signed (BOT Chairperson)

Date

Adopted by PB:



 17.12.21

Signed (PB Chairperson)

Date

Previously reviewed May 2015

Reviewed: August 2021

Next review: 2024