

PROTECTED DISCLOSURES

RATIONALE

Under the Protected Disclosures Act 2000 schools are required to "have in operation appropriate internal procedures for receiving and dealing with information about serious wrongdoing in or by that organisation" (s11 and also see s7). *"Serious wrongdoing" is defined in section 3, page 4.* Also refer to the Ruapehu College Concerns and Complaints policy.

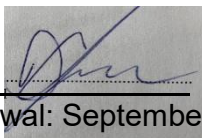
PURPOSES

The act is to protect "whistleblowers" - employees who believe on reasonable grounds that they have evidence of wrongdoing and who wish in good faith to disclose the information they have believing it to be true or likely to be true.

GUIDELINES

1. Employees who wish further information about disclosures are entitled, without prejudice, to have a copy of the act and be directed to sections 15-19 which provide guidance in making disclosures and describe the nature of the protections available (including: personal grievance, immunity from civil and criminal proceedings, confidentiality).
2. Employees who discover wrong-doing should disclose it to the principal as a matter of public interest.
3. If the wrong-doing is being done by the principal the employee should make the disclosure to the chairperson of the board of trustees.
4. If the employee believes the principal and the chairperson are inappropriate people to disclose to because of their friendships or if it is believed that both are involved in the wrong-doing, the employee may meet with the associate/deputy principal or the deputy chairperson (if appointed).
5. The protected disclosures recipient (as determined by 2, 3 or 4 above) will investigate the claim, which may include reporting to the police or to the minister of education. They must keep the employee informed.
6. If the employee finds that these people have taken no action or recommended action within 20 working dates after disclosure s/he may make a disclosure to either the minister of education or to the ombudsman.
7. Any investigation must be carried out with regard to the principles of natural justice and in a procedurally fair manner.

Chairperson _____
September, 2019 Policy Renewal: September 2022



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