

# PROTECTED DISCLOSURES POLICY

NAG 3  
No. 305

## Purpose

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

## Guidelines

1. The Directors 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. 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.
3. Serious wrongdoing for the purposes of this policy includes any of the following:
  - unlawful, corrupt or irregular use of public 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.
4. For the purposes of this policy an employee includes:
  - current employees and Principal
  - former employees and Principals
  - contractors supplying services to the school
5. The Principal is the person to whom protected disclosures can be made and is delegated the authority to investigate the complaint. If the Principal is believed to be involved in the serious wrongdoing then the Director is the person to whom protected disclosures can be made and who has the delegated authority to investigate the complaint.
6. Any employee who wishes to make a protected disclosure should do so using the procedures contained in the Ministry of Education circular 2003/8 'Guidelines on the Protected Disclosures Act 2000'.