Whistleblower Policy

Relevant Legislation / Related information	• Registered and Accredited Individual Non-government Schools (NSW) Manual – B8.1 • Public Interest Disclosures Act 1994 (NSW) • Public Interest Disclosure Act 2013 (Cth)
Related documents (Including but not limited to)	• Staff Code of Conduct • Investigations Policy • Complaints Policy and Procedure – Workplace • Complaints Policy and Procedure - Community • Unreasonable Complainant Conduct Policy • Child Protection Policies
Document location	Googong Drive\Executive\Policies & Template Forms\2h Whistleblower Policy Googong Drive\Policies\2h Whistleblower Policy
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Feedback	Feedback on this document can be emailed to the Principal
Accessible	Board ☒ Staff ☒ Website ☒ Parent ☐

Commitment

This document outlines the School's commitment to ethical practices that align with the School's Mission and Values.

This policy outlines the process for personnel to raise concerns about practices that are not aligned to this commitment.

Purpose

The Whistleblower Policy and procedure is intended to:

- Encourage personnel and others to make good faith reports of suspected fraud, corruption, or other improper governance activity, or health and safety concerns within the School
- Help deter potential misconduct
- Ensure individuals can safely and confidently disclose potential misconduct
- Ensure disclosures are dealt with appropriately and in a timely manner
- Provide transparency around receiving, handling and investigating disclosures
- Meet TASG legal and regulatory obligations

Disciplinary action, up to and including termination of employment or engagement, may be imposed on anyone shown to have caused detriment to a person because they want to, or have, made a report of potential misconduct.

Scope

This policy is school wide and applies to all current and former employees, officers, associates and contractors, as well as their spouses, dependents, and other relatives. The policy also allows for anonymous disclosures.
Disclosures that relate solely to personal work-related complaints/grievances, and do not relate to detriment or threat of detriment to the person making a disclosure, are not covered by this Policy. *See Complaints policy and procedure – Workplace*.

Definitions

Personnel - employees, volunteers and contractor
Potential misconduct – Defined as any action/behaviour or the concealment of actions or behaviour incorporating:

- Abuse of students or personnel
- Issues of waste or maladministration
- Illegal activity
- Any behaviour that is in conflict with the School's values or codes of conduct.

Protected disclosure – is a disclosure relating to *potential misconduct* made by personnel that entitles the person who made the disclosure to support and protection from reprisals. In order for a disclosure to qualify as a *Protected disclosure* it must be made in good faith and relate to *potential misconduct* (as defined above)

Report – a written submission providing initial evidence that potential misconduct has occurred

Victimisation – includes any unfavourable treatment of personnel who have been involved in a *Whistleblower report*. Unfavourable treatment may include adverse changes in the working environment, denial of training or promotion, making negative, unfounded or belittling comments, inappropriate disciplinary action or exclusion by peers.

Whistleblower - someone who reports *potential misconduct* to an authority that has the power or perceived willingness to take corrective action.

Policy

The Anglican School Googong (TASG) (the School) is committed to practices which support its mission and values and the Anglican Diocese of Canberra and Goulburn. It is also committed to practices that provide good stewardship. All personnel are expected to act in accordance with this commitment and with regard to the Staff Code of Conduct and other school policies. Where personnel experience practices that are not in line with this position and they have no other recourse (as identified in the *Complaints policy and procedure - Workplace*), this policy provides a protected reporting path. Personnel who witness, are subject to, or become aware of actions or behaviour that can be defined as *potential misconduct* will be provided with an avenue of protected disclosure.

Personnel who make a report in good faith will be protected from victimisation. TASG encourages personnel to make such reports so that proper investigations may be undertaken.

This policy provides an avenue of redress for personnel who have made a *Whistleblower report* and believe they have experienced victimisation as a result of their disclosure.

The school encourages eligible whistleblowers to provide their name and as much information as possible, when making a report as it will assist the investigation and address concerns raised.

Anonymous reports are permitted under this policy and are protected by legislation.

Should the allegations involve the Principal and/or the Board Chair, the relevant Director from Anglican Diocesan Services (ADS) should be contacted.

The whistleblower/s are to be informed about the outcome of their report and the result of any investigation undertaken.

Responsibilities

Principal

- policy owner and approval biennially
- ensure the document is reviewed with consultation
- implement the policy and procedure
- receiving Whistleblower reports and determining the most appropriate course of action.
- treating all complaints seriously and taking immediate action to document, investigate and resolve the matter

Line managers

- monitoring the work environment to ensure that acceptable standards of conduct are observed
- identify and manage issues with appropriate support and guidance
- treating all complaints seriously and taking immediate action to investigate and resolve the matter

All personnel

- treat everyone with respect and courtesy
- identifying topics, gaps and areas where policy, procedure and instruction are required
- their own health and safety
- complying with this policy and reporting any practices that are inconsistent with School policies, values or mission
- maintaining complete confidentiality if they provide information during the investigation of a complaint
- cooperate fully with any investigation to resolve the complaint promptly

Compliance

Non-compliance with this policy may result in disciplinary action up to and including dismissal.