Investigations Policy
(website version)

Relevant Legislation / Related information	• Registered and Accredited Individual Non-government Schools (NSW) Manual - B8.1 • NSW Anti-Discrimination Act 1977 • Fair Work Act 2009 (Cth) • Freedom of Information Act 1989 (NSW) • Children's Guardian Act 2019 (NSW) • Work Health and Safety Act 2017 (NSW)
Related documents (Including but not limited to)	• Continuous Improvement Policy and Procedure • Reportable Conduct Policy and Procedure • Work Health and Safety Policy • Code of Conduct - Personnel • Bullying Harassment and Discrimination Policy and Procedure • Whistleblower Policy and Procedure • Complaints Policy and Procedure – Workplace • Complaints Policy and Procedure - Community
Authorisation Implementation	Principal
Date of Approval	4 June 2026
Review Cycle	Biennial
Feedback	Feedback on this policy can be emailed to the Principal
Accessible	Board ☐ Staff ☒ Website ☒ Parent ☐

Commitment

The Anglican School Googong (TASG) (the School) is committed to conducting its affairs ethically and in compliance with laws, regulations and school policies, and to safeguarding members of the school community and its resources.

Purpose

The purpose of this policy is to be just and equitable and to help promote fairness, order and consistency in the investigation of allegations against personnel.

Scope

This policy is school based and applies to all personnel who work in or serve TASG.

Definition

Investigation means a school-authorised internal examination, inspection, inquiry, analysis, or review to determine facts. An investigation is not a hearing or legal proceeding and may be formal or informal. Investigations may be undertaken by school officers, including, but not limited to the Principal, their delegate/s or an externally appointed investigator. Investigations include but not limited to; misconduct, safety incidents, complaints, allegations and fraud.

Personnel includes; board members, staff, contractors, parents, guardians and volunteers.

Policy

Personnel shall adhere to all applicable laws, policies, and procedures, including those enacted to ensure proper action against all forms of misconduct. This document addresses the process for reporting and investigating alleged misconduct and/or inappropriate behaviour of members of the TASG community. The reporting of misconduct allows the school to respond and investigate such misconduct in an effective, efficient, and proficient manner.

When a report of potential misconduct or other wrongdoing is made, the school has a responsibility to investigate thoroughly, objectively, consistently, and as promptly as possible so that it can implement corrective action, if necessary. To meet this responsibility, employees of the school must cooperate with the investigation (defined below).

Clarification

If there is any conflict between this document and the law, the law will prevail.

Duty to report

Refer to *Complaints policy and procedure – Workplace and/or Complaints policy and procedure – Community.*

Individuals who are not comfortable using the foregoing reporting channels may make a report anonymously through the school's feedback link on the school's web page.

Duty to cooperate

All employees must cooperate fully with investigations undertaken by persons conducting the inquiry. Cooperation with investigations includes, but is not limited to:

- promptly acknowledging and responding to requests for information;
- making oneself available for meetings with investigating officials;
- providing full, accurate, and truthful information;
- maintaining confidentiality, and
- preserving relevant information and documents.

Non-cooperation or obstruction of an investigation may be subject to disciplinary action which may include termination of employment.

Confidentiality and non-retaliation

Confidentiality for individuals who are interviewed or otherwise cooperate in an investigation will be maintained to the extent possible by law. While absolute confidentiality cannot always be guaranteed, all matters will be kept private (i.e., shared only with those with a need to know).

Retaliation based on an individual's cooperation with an investigation is prohibited. Knowingly initiating or causing a false or bad faith report also is strictly prohibited. Violations of these provisions may be subject to disciplinary action up to and including termination. All suspected reports of retaliation or bad faith reports should be reported immediately to the Principal.

Responsibilities

Board Chair

- manages allegations involving the Principal and is the decision maker on the investigation outcome
- seeks assurance investigations are effectively managed and reported

Principal

- maintains confidentiality
- if an external investigator is required, consultation with ADS Risk + Compliance to select an appropriate investigator
- is the decision maker on the investigation outcome unless there is an identified conflict of interests

ADS Risk + Compliance

- triages incidents for appropriate allegation and complaint management
- maintains an investigation panel

ADS Human Resources

- supports the conduct of the investigation process
- support the making of investigation findings and the issuing of any employment sanction

Investigator

- in consultation with the supervisor manages perceived and actual conflict of interests
- maintain confidentiality
- complete the investigation in prompt manner providing information to the supervisor
- ensure procedural fairness and natural justice is in place
- ensures investigations align with relevant laws (e.g. workplace laws, safety regulations, anti-discrimination requirements).
- presents findings on the balance of probabilities
- makes recommendations for continuous improvement as part of the investigation report

Personnel

- report suspected misconduct truthfully
- maintain confidentiality
- cooperate with the investigation

Compliance

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