

# Sawyers Bay School

## Protected Disclosures Policy



### Purpose

To afford staff an avenue to disclose information about serious wrongdoings in or by the school and to protect staff who make these disclosures. To comply with the requirements of the Protected Disclosures Act.

### Objectives

1. An employee of the Board may disclose information in the manner provided by the Protected Disclosures Act if
  - a) the information is about serious wrongdoing in or by the school
  - b) the employee believes on reasonable grounds that the information is true or likely to be true; and
  - c) the employee wishes to disclose the information so that the serious wrongdoing can be investigated; and
  - d) the employee wishes the disclosure to be protected.
2. Only disclosures of information about serious wrongdoings are covered by this policy. A serious wrongdoing is defined in the Act as
  - a) an unlawful, corrupt, or irregular use of public funds or public resources; or
  - b) an act, omission, or course of conduct that constitutes a serious risk to public health or public safety or the environment; or a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to a fair trial; or conduct that constitutes an offence; or conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement, whether the wrongdoing occurred before or after the commencement of the Protected Disclosures Act.
3. The Board acknowledges that employee is not liable to civil or criminal proceedings relating to the disclosure, notwithstanding other rules of the law, oath or practice.
4. The Board accepts that the employee may have access to the personal grievance procedures of the Employment Relations Act and the anti-discrimination provisions of the Human Rights Act if any retaliatory action is taken against them.
5. The Board recognises provision for confidentiality of identity of the employee making a disclosure (unless the Board chooses otherwise - this will be in writing - or naming of the person is essential for the investigation, or for principles of natural justice to prevent serious risk to public health or public safety or the environment)
6. The following procedures apply in the administration of this policy:
  - a) The school's Disclosure Officer is the Principal, and any disclosure should be made directly to him/her. (Unless the disclosure involves the Principal in which case the Board Chairperson should receive the disclosure)
  - b) Disclosures should be in writing and include all relevant details. Written statements should be signed and dated, and a returning address provided.
  - c) The school's Disclosure Officer will acknowledge receipt of a disclosure in writing.
  - d) Within 20 working days after receipt of a disclosure, the school's Disclosure Officer, or Board Chairperson in the instance of a disclosure relating to the Disclosure Officer/Principal, will report to the staff member concerned what action has been taken or recommended to be taken.
  - e) The school's Disclosure Officer will report, in confidence, every disclosure to the Board Chairperson who may refer the matter to the Board. In the instance of a disclosure relating to the Disclosure Officer/Principal, the Board Chairperson may refer the matter to the Board of Trustees.

### Effectiveness Review

1. This policy will be reviewed annually in accordance with the Board's self-review timetable.
2. The review process will include opportunity for involvement by interested parents/caregivers and staff, in addition to Board members.  
Previously developed survey formats may be used as part of this review.
3. Review results will be formally noted in Board meeting minutes, and available to the school community.

Annual Review & Confirmation process completed:

Signed.....  
(Principal/BOT Chairperson)

Date .....