



Whistleblower Protection Policy February 2019

Introduction

The purpose of this policy is to establish a procedure to provide whistle-blowers with protection, allowing students, parents, staff and others to come forward confidentially and anonymously, to the extent possible under existing laws, and ensuring that they are not victimised or subjected to any form of detrimental action.

Discloseable conduct

A student, parent, staff member or other person involved with the School should report the following conduct (“discloseable conduct”) when observed by the reporting individual acting in good faith:

1. Dishonesty
2. Unethical conduct
3. Serious improper conduct
4. Unsafe work practices
5. Child abuse (please refer to our Child Protection Program)
6. Illegal acts including theft, drug sale or use, violence or threatened violence and criminal damage against property
7. Breaches of relevant laws, regulations, by-laws
8. Any other conduct which may cause loss to the School or be otherwise detrimental to the School.

Reporting procedure

A student, parent, staff member or other person of the School who wishes to make a report in connection with discloseable conduct should contact the Director of People and Culture (“Whistle-blower Protection Officer”) on 8808 8811 or in writing sent to the Director of People and Culture, Korowa Anglican Girls School, 10-16 Ranfurlie Crescent, Glen Iris, 3146.

The School is committed to ensuring the Whistle-blower Protection Officer is appropriately qualified for this role and readily accessible.

All reports will be kept confidential and secure. All persons making a report are assured that in making a report they will not be personally disadvantaged by dismissal, demotion, any form of harassment, discrimination or current or future bias. The person making the report will be kept informed of the progress of the investigation.

Investigation procedures

All reports of discloseable conduct will be subject to thorough investigation by the Director of People and Culture (“Whistle-blower Investigations Officer”).

Best practices will be followed by the Whistle-blower Investigations Officer who will be fair and independent of the person who made the report and the person who is the subject of the discloseable conduct.

The investigation will include the following steps:

1. Full details of the allegations obtained
2. Person against whom allegations are made is informed
3. Involvement of external parties such as the police considered by Principal or Chair of School Council as appropriate
4. Allegations fully investigated;
5. Principal or Chair of School Council decide on action to be taken
6. The person making the report will be kept informed of the progress of the investigation.

Where the Principal or the Chair of the School Council decides that the allegations are of a very serious nature, external investigators may be engaged.

The identity or any information that could lead to the identity of a person who has made a report will not be released to any person who is not involved in the investigation/resolution of the matter.

Abuse of reporting process

All reports made under the confidential reporting process must be made in good faith. Abuse of the confidential reporting process will not be tolerated and will be treated as a serious breach of the School’s Code of Conduct.

Monitoring and training

The School will monitor and review this policy regularly to assess its effectiveness in encouraging the reporting of discloseable conduct, protection of persons making reports, and investigation of reports. Education and training about the procedures involved under this Whistle-blower Protection Policy will be provided to those involved in managing or investigating disclosures. The School’s community will also be educated and kept informed in relation to the Policy and the protections and procedures contained therein.