

Protected Disclosure Policy

IGS is committed to ensuring the School, and all its officers and employees, act at all times in compliance with all laws, and in compliance with the School's ethical standards, as set out in its Code of Conduct and its Core values.

The School recognises that any genuine commitment to detecting and preventing illegal, unethical and other undesirable conduct must include, as a fundamental cornerstone, a mechanism whereby students, parents, staff, contractors and volunteers can report their concerns freely and without fear of repercussion. This policy provides such a mechanism, and encourages the reporting of such conduct.

Definitions

Complainant – the person making the protected disclosure.

Respondent – the person against whom an allegation has been made.

Protected Disclosure Investigations Officer – the person responsible for conducting the investigation.

What types of matters should be reported under this policy?

A student, parent, staff member, contractor, volunteer or other person with a relationship with the School may report the following conduct by the reporting individual acting in good faith:

1. Dishonest, fraudulent or corrupt conduct or practices.
2. Misleading or deceptive conduct, including conduct or representations which amount to improper or misleading accounting or financial reporting practices.
3. Coercion, harassment or discrimination.
4. Unsafe work practices;
5. Illegal acts including theft, drug sale or use and violence or threatened violence.
6. Breaches of laws, regulations, by-laws;
7. Any other conduct which may cause loss to the School or might otherwise bring the School into disrepute.

In relation to any matter pertaining to child protection the report should be made to the Principal. The School's Child Protection Policy contains detailed information about such reporting.

How to make a report

A student, parent, staff member, contractor or volunteer of the School who wishes to make a protected disclosure report should contact the Assistant Principal Staff Services ("Protected Disclosure Investigations Officer") on extension 186 or +612 9219 6700 via email on davidh@igssyd.nsw.edu.au or in writing sent to Locked Bag 1022 Broadway NSW 2007. The Principal or Chair of the Board may appoint another delegate to take on this role as appropriate.

The School is committed to ensuring the Protected Disclosure 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 outcome of the investigation.

What happens once a report is made?

Reportable conduct will be subject to thorough investigation by the Assistant Principal Staff Services, the Protected Disclosure Investigations Officer, or another delegate nominated by the Principal or Chair of the Board.

Principles of Natural Justice and procedural fairness will be followed by the Protected Disclosure Investigations Officer who will be fair and independent of the person who made the report and the person who is the subject of the reportable conduct.

The investigation will include the following steps:

1. Full details of the allegations obtained;
2. Person against whom allegations are made is informed in sufficient details to enable an informed response to the allegations;
3. Involvement of external parties such as the police considered by Principal or Chair as appropriate;
4. Allegations fully investigated by the Protected Disclosure Investigations Officer or the nominated delegate of the Principal or Chair of the Board;
5. Principal or Chair decide on action to be taken; and
6. The person making the report will be kept informed of the outcome of the investigation.

Where the Principal or the Chair decides that the allegations are of a very serious nature, or where there is a potential conflict of interest an independent investigator will be engaged.

Where possible the identity or any information that could lead to the identity of the complainant 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 may be treated as a serious breach of the School's Code of Conduct.

Monitoring and training

The policy will be reviewed regularly to assess its effectiveness in encouraging the making of protected disclosure statements, the protections of persons making the disclosures and the investigation of disclosures.

The Protected Disclosure Officer will provide the Principal or the Chair with periodic reports on the conduct of any investigation.

Education and training about the procedures involved under this Protected Disclosure 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.

Policy Last Reviewed: February 2014 Management Responsibility: Head of Commercial Services Publication: Website, Portal, Staff Handbook, Prospectus Audience: Community
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Associated Documents:

- **Staff Code of Conduct**
- **Child Protection Policy**
- **Enrolment Policy**
- **Discrimination, Harassment and Bullying Protocols**