



Nelson College for Girls Board Policy

11.1 Protected Disclosures

Procedures and processes shall be put in place to meet the requirements of the Protected Disclosures Act 2000. Procedures shall be publicised to all staff on a regular basis.

A protected disclosure is a declaration made by an employee (staff or contractors) where he or she believes serious wrongdoing has occurred at the school. Employees making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

The Board will appoint the Principal as the primary Protected Disclosure Officer for the College. In addition the Board of Trustee's Deputy Chair will be appointed as the Protected Disclosure Officer in cases of allegations against the Principal.

Protected Disclosure Officers have delegated authority to investigate a complaint and must act in accordance with the Protected Disclosures Procedure.

Information which would identify the employee making the disclosure is confidential to the Protected Disclosure Officer unless:

- a. the person making the disclosure consents in writing to the information being disclosed, or
- b. it is essential to disclose the identifying information for reasons of an effective investigation or to prevent serious risk to public health or public safety or to the environment or the need for regarding principles of natural justice.

Policy Agreed:

Signature (Chair)

Date

Review Schedule:	Triennial
Review Date:	February 2025
Supporting Procedures:	11.2 Protected Disclosures Procedure
Supporting Documents:	N/A