
PROTECTED DISCLOSURES

RESPONSIBLE FOR REVIEW:	BOARD OF TRUSTEES
DEPARTMENT RESPONSIBLE:	SENIOR LEADERSHIP TEAM
DATE LAST REVIEWED:	NOVEMBER 2016
NEXT REVIEW DATE:	NOVEMBER 2019

Otumoetai College Board of Trustees will ensure that procedures are in place to meet the requirements of the *Protected Disclosures Act 2000* ("The Act").

1. Any employee who has reason to believe that a serious wrong doing within the school is occurring or may occur and who wishes the matter to be investigated can make a *protected disclosure* to the Principal. Disclosure may be verbal or written.
2. Where the serious wrong doing involves the Principal or someone associated with the Principal the disclosure is to be to the Chairperson of the Board of Trustees.
3. Where the serious wrong doing involves or may involve both the Principal and the Chairperson of the Board of Trustees the discloser should approach one of the external authorities identified in the Act or the head of any relevant public sector organisation.
4. After the procedural disclosure has been made, the Principal or the Chairperson of the Board of Trustees, as the case may be, will decide whether to:
 - I. investigate the matter;
 - II. forward the information to the Board of Trustees or to a Committee of the Board of Trustees to investigate;
 - III. pass the matter onto the appropriate authority for investigation.
5. In each case the discloser will be advised who is investigating the procedural disclosure.

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Signature (BOT Chairperson)

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Date Ratified