



| HR014                   | Whistle-blower Policy   |
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| <b>Purpose</b>          | This purpose of the Whistle-blower policy is to all John Calvin School staff, parents, students, volunteers and members of the School Association to report serious concerns about the School's operations through appropriate and confidential channels without risk of retaliation, victimisation or harassment in any form. The policy is to ensure that all school operations are conducted in a Christian manner, upholding the integrity of all involved. |
| <b>Authority</b>        | School Committee  |
| <b>Policy</b>           | Staff, parents, students, volunteers and members of the School Association may report serious concerns about the school's operations through appropriate and confidential channels without risk of retaliation victimisation or harassment in any form.   |
| <b>Delegation</b>       | School Committee, Principal   |
| <b>Related Policies</b> | Albany Free Reformed Church Education Association – School Constitution<br>Child Protection (CP001)<br>Bullying Prevention and Management (R001)<br>Staff Code of Conduct (Prof006)<br>Disputes and Complaints (G005)<br>Privacy (G001)<br>Student Code of Conduct (CP007)  |
| <b>Date approved</b>    | August 2019   |
| <b>Next Review Due</b>  | August 2021   |
| <b>Review Authority</b> | Any staff member who wishes to make comments about this policy may forward their suggestions to the Principal.  |
| <b>Keywords</b>         | Concerns, Misconduct, Complaints, Child Protection  |
| <b>Authorised by:</b>   | School Committee  |
| <b>Chairman</b>         |   |
| <b>Date:</b>            |   |



## HR014

## Whistle-blower Policy Procedure

### 1. Application of Policy

- 1.1 This policy applies to those situations where corrupt conduct, conduct involving a substantial mismanagement of resources, or that which involves substantial risk to public health and safety or the environment.
- 1.2 Staff, students, volunteers, parents and School Association members may wish to report activity they believe in good faith to be illegal, dishonest, unethical, fraudulent or not in agreement with the Biblical/Christian norms.

### 2. Relationship with the Complaints & Disputes Policy and Child Protection Policy

- 2.1 This policy is designed to complement normal communication channels between students, supervisors, employees, volunteers, student, and parents. It should be read together with the Complaints and Disputes Policy, which is designed to deal with concerns and complaints about conduct which do not rise to the level of illegality, dishonesty, fraud or other serious misconduct.
- 2.2 This policy should also be read in conjunction with the Child Protection Policy, which sets out the specific requirements and processes for dealing with concerns relating to child protection, included as required by relevant legislation. Disclosures or complaints that fall within the ambit of the Child Protection Policy must be dealt with in accordance with that policy.

### 3. Definitions

- 3.1 **Misconduct:** Is conduct or practice within the school that is potentially illegal, corrupt, improper, dishonest, unsafe, unethical, contrary to Biblical norms or which amounts to significant mismanagement.
- 3.2 **Whistleblowing:** is the means by which a person can raise concerns about such misconduct, and is able to do so without fear of victimisation and with confidence that their concerns will be taken seriously and dealt with properly.
- 3.3 **Whistle-blower:** is defined as an employee, volunteer, parent, student, Association members or public person who discloses misconduct taking place within the school.

### 4. Reporting Process

- 4.1 A person who has knowledge of or information about misconduct in the school's operations should report the misconduct in writing to the Principal or School Committee chair.
- 4.2 If a serious allegation of misconduct relates to the Principal, a written complaint should be made to the Chairman of the School Committee.

### 5. Confidentiality

- 5.1 The school recognises that a person may want to raise concerns in confidence and will do its utmost to protect the identity of a person who raises a concern and who does not want their name to be disclosed. Reports of misconduct pursuant to this policy will be treated confidentially to the greatest extent possible, and will be promptly investigated.
- 5.2 Should it be noted that an investigation into the concern could reveal the source of the information, statements may be required from the Whistle-blower as part of the investigation process, and those statements may be seen by all parties involved. If a disclosure leads to prosecution, then the Whistle-blower may be called to give evidence in court.



## 6. Timescale for Initial Response

- 6.1 The Principal or Chair who is looking into allegations will aim to provide a response to the Whistle-blower within five working days, where appropriate and possible. They will aim to:
- Acknowledge that the concern has been received;
  - Indicate how the school proposes to deal with the matter;
  - Give an estimate on how long it will take to provide a final response;
  - Advise whether any initial enquiries will take place;
  - Inform the whistle-blower of support available to them whilst matter are looked into.
  - The principal or chair may also determine that the concern may best be dealt with according to the Complaints & Disputes Policy or the Child Protection Policy; this will be indicated where and when appropriate, according to the aims and processes of those policies.

## 7. Ongoing Process

A whistle-blower reporting misconduct in the school's operations should not attempt to investigate the matter independently, as doing so may compromise the integrity of an official investigation and adversely impact both the whistle-blower, the school and the situation in focus.

## 8. References

Australian Securities & Investments Commission  
<https://www.asic.gov.au>