



MANGAKAHIA AREA SCHOOL TE KURA TAKIWA O MANGAKAHIA

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PROTECTED DISCLOSURE POLICY

LEGISLATION

Education Act (1989)
National Education Goals (1993)
National Administration Guidelines (1993)
Protected Disclosures Act 2000

Memorandum of Understanding with He Matariki Teen Parent Unit

FOCUS

All employees are able to disclose serious wrongdoings in confidence where they believe on reasonable grounds that such wrongdoings have or are being committed by the employer or another employee in the school.

GUIDELINES

- The procedure for making a protected disclosure as specified in the act is available through the school office on request, in person, by email, telephone, or in writing, in strictest confidence.
- The procedures are attached.

The above policy was reviewed and mandated by the Board of Trustees on 7 July 2016
This policy is next to be reviewed during Term 2 2017

Chairman of the Board of Trustees: *Susan Henderson* (signature)
Susan Henderson

Date signed: 7-7-16

PROCEDURES FOR MAKING A PROTECTED DISCLOSURE UNDER THE PROTECTED DISCLOSURES ACT 2000

1. If on reasonable grounds you believe you have information that a serious wrongdoing is occurring (or may occur) within the school and you wish to disclose that information so it can be investigated you can make a protected disclosure to the Principal.
 2. This can be done verbally or in writing. You should identify that the disclosure is being made under the Protected Disclosures Act and is following the Board procedure, provide detail of the complaint (disclosure) and who the complaint is against.
 3. If you believe that the Principal is involved in the wrongdoing, or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then you can make the disclosure to the chairperson of the Board of Trustees.
 4. It is then up to the person you disclose to, to decide if the disclosure constitutes a serious wrongdoing, and that the allegations need investigating. They can decide:
 - (a) To investigate the disclosure themselves
 - (b) To forward the disclosure to the Board or a Committee of the Board to investigate
 - (c) Whether it needs to be passed on to an appropriate authority. If it goes to an appropriate authority they will advise you that they are now investigating the complaint.
 5. If you believe that both the Principal and the Chairperson of the Board of Trustees may be a party to the wrongdoing or in close relationship with the persons involved in the wrongdoing you can approach an external "appropriate authority" direct yourself. If the matter needs urgent attention, or if there has been no action or recommended action taken after 20 working days an external "appropriate authority" may be approached otherwise you must go through the internal system.
- Who is an "appropriate authority"?**
6. As noted above, in some circumstances the disclosure could be made to an appropriate authority by yourself or the person to whom you have made the disclosure. An appropriate authority is as defined in the Protected Disclosures Act 2000.
- The Act does not protect you if you disclose information to the media or a member of parliament other than a Minister of the Crown in the circumstances referred to above.
8. A copy of the Act can be found on the internet at Legislation on Line
<http://tangit.knowledge-basket.co.nz/epacts/actlists.htm>
Click on "P" then scroll down to Protected Disclosures Act 2000