



## INTRODUCTION

The purpose of this policy is to establish a procedure to provide whistleblowers with protection, allowing students, parents, staff and others to come forward confidentially and anonymously, to the extent possible under existing laws, and ensuring that they are not victimised or subjected to any form of detrimental action.

## RELATED POLICIES and/or LEGISLATION

Corporations Act 2001 (Corporations Act) (Part 9.4AAA)

## SCOPE

This Policy covers all King David School students, parents, staff members, volunteers, and Council members.

## REPORTABLE CONDUCT

Any King David student, parent, staff member, volunteer, Council or committee member should report the following conduct ("reportable conduct") when observed by the reporting individual acting in good faith:

1. Dishonesty;
2. Unethical conduct;
3. Serious improper conduct;
4. Unsafe work practices;
5. Child abuse;
6. Illegal acts including theft, drug sale or use, violence or threatened violence and criminal damage against property;
7. Breaches of relevant laws, regulations, by-laws;
8. Any other conduct which may cause loss to the School or be otherwise detrimental to the School.

## REPORTING PROCEDURE

### Employees

Where an employee of The King David School believes in good faith on reasonable grounds that any other employee, volunteer, or contractor has breached any provision of the general law or engaged in reportable conduct, that employee must report their concern to:

- their supervisor: or, if they feel that their supervisor may be complicit in the breach,
- the Principal: or, if they feel that the Principal may be complicit in the breach,
- the Whistleblower Protection Officer (the Human Resources Manager acts in the capacity as the WPO)

or, if they feel this to be necessary,

- the duly constituted authorities responsible for the enforcement of the law in the relevant area.

FILENAME	CREATED BY	UPDATED	PAGE
Whistleblower Policy	RKen Aug 2019	July 2020	1 of 2
Signature of Principal:		Date:	

### **Other members of the School community**

A student, parent, or other person of the School who wishes to make a report in connection with reportable conduct should contact the Human Resources Manager, who acts in the capacity as the Whistleblower Protection Officer on 03 9527 0113 or in writing sent to [wpo@kds.vic.edu.au](mailto:wpo@kds.vic.edu.au). If this is inappropriate, then they should contact the Chief Operating Officer on 03 9527 0115.

### **WHISTLEBLOWER PROTECTION OFFICER**

The School is committed to ensuring the Whistleblower Protection Officer (WPO) is appropriately qualified for this role and readily accessible.

All reports will be kept confidential and secure. The person making their concern known shall not suffer any sanctions from the organization on account of their actions in this regard provided that their actions:

- are in good faith, and
- are based on reasonable grounds, and
- conform to the designated procedures.

The person making the report will be kept informed of the progress of the investigation. Any person who, having made a report, believes that they have been personally disadvantaged has an automatic right of appeal to School Council whose decision will be complied with.

Disclosures may be made anonymously, and this anonymity shall as far as possible be preserved by the School.

### **INVESTIGATION PROCEDURES**

All reports of reportable conduct will be subject to thorough investigation by the Whistleblower Protection Officer.

Best practices will be followed by the Whistleblower Protection 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 shall observe the rules of natural justice and the provisions of procedural fairness.

The investigation will include the following steps:

1. Full details of the allegations obtained;
2. Person against whom allegations are made is informed;
3. Principal or School Council President provided with details of the allegations as appropriate;
4. Involvement of external parties such as the police considered by Principal or School Council President as appropriate;
5. Allegations fully investigated;
6. Principal or School Council President decide on action to be taken; and
7. The person making the report will be kept informed of the progress of the investigation.

Where the Principal or the School Council President decides that the allegations are of a very serious nature, external investigators will be engaged.

The identity or any information that could lead to the identity of a person who has made a report will not be released to any person who is not involved in the investigation/resolution of the matter.

FILENAME	CREATED BY	UPDATED	PAGE
Whistleblower Policy	RKen Aug 2019	July 2020	2 of 2
Signature of Principal:		Date:	