



Timaru Christian School Procedures

PS6 - Protected Disclosure

If an employee of the school believes that serious wrongdoing has occurred within or by the school they can declare it by way of a protected disclosure.

Serious wrongdoing is defined in the Act as:

- unlawful, corrupt, or irregular use of public funds or resources
- an act, omission, or course of conduct that:
 - seriously risks public health or safety, or the environment
 - constitutes an offence
 - seriously risks the maintenance of law, for example, hides an offence or threatens the right to a fair trial.
 - is oppressive, improperly discriminatory, or grossly negligent
- constitutes gross mismanagement.

Make a Protected Disclosure

To make a protected disclosure:

- Put the disclosure in writing, stating the nature of the wrongdoing and the names of the people involved.
- Include your return address details.
- Sign and date the letter and send it to the disclosure officer.

Note: unless it is inappropriate, the principal is the school's disclosure officer. If you think the principal is involved, or associates with someone who is involved in the wrongdoing, contact the chairperson of the board of trustees or an appropriate authority.



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Disclosure to an Appropriate Authority

A disclosure can be made to an appropriate authority if the employee making the disclosure believes that:

- the principal, or the chairperson of the board of trustees is involved in the wrongdoing
- there are exceptional circumstances
- the wrongdoing requires urgent action
- there has been no action or recommended action within 20 days of making the initial disclosure.

Appropriate authorities include:

- Commissioner of Police
- Controller and Auditor General
- Director of the Serious Fraud Office
- Inspector General of Intelligence and Security
- Ombudsman
- Parliamentary Commissioner for the Environment
- Police Complaints Authority
- Solicitor General
- State Service Commissioner
- Head of any Public Sector Organisation

Manage a Protected Disclosure

The disclosure officer acknowledges receipt of the disclosure in writing and reports it to the chairperson of the board. The chairperson may refer the matter to the board.

The board considers the disclosure and determines the scope and management of any investigation including the process to be followed and who will be involved.

Note: The board considers the need to seek legal advice.

Within 20 working days the disclosure officer reports to the employee concerned letting them know what action has been taken, or recommended to be taken.