



ST THOMAS'S
SCHOOL

Protected Disclosure Procedure

If an employee wishes to make a protected disclosure they must believe that the information they have is about **serious wrongdoing**, and is true or likely to be true. They must want the wrongdoing to be investigated and their disclosure protected.

To make a protected disclosure:

1. Put the disclosure in writing, stating the nature of the wrongdoing and the names of the people involved.
2. State that you wish your disclosure to be protected.

By making your disclosure protected, you will be immune from civil, criminal, or disciplinary proceedings being taken because you made the disclosure.

The disclosure officer will use their best endeavours to protect your identity unless identifying you is essential for the investigation, to prevent serious risk to public health, or is under the principles of natural justice.

Protection only applies to serious wrongdoing (see the definition above) and anyone who makes a disclosure they know is false, or in bad faith, is not protected by the Act.

3. Sign and date the letter. Include your return address details and send it to the disclosure officer.

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 outside agency**