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1. Introduction

1.1 Purpose and scope

This policy applies to St Narsai Assyrian Christian College to ensure individuals who disclose wrongdoing in relation to the school can do so safely, securely and with confidence that they will be protected and supported.

This policy will be published on the College website and made available to Board members and employees.

1.2 Related policies

Complaints or allegations of staff misconduct that do not meet the criteria of a whistleblowing disclosure will be addressed in accordance with the school's

Disclosures about reportable conduct will be addressed in accordance with the school's

Disclosures regarding a grievance between staff members about work matters, including work relationships and decision made by other staff members which impact on their work, may be addressed in accordance with the school's

Unlawful discrimination, harassment or bullying complaints may be addressed in accordance with the school's

2. What is a qualifying disclosure?

A **qualifying disclosure** is when an **eligible whistleblower** makes a disclosure to an **eligible recipient**, and the eligible whistleblower has **reasonable grounds to suspect** that the information concerns a **disclosable matter**.

3. Who can make a qualifying disclosure?

3.1 Eligible whistleblowers

An eligible whistleblower is an individual who is or has been any of the following, in relation to the school:

A Board member;

an employee;

a person who supplies goods or services (paid or unpaid);

an employee of a person who supplies goods or services (paid or unpaid);

an individual who is an associate of the School (as defined in the Corporations Act); and

a relative or dependent (or dependents of a spouse) of any individual described above.

3.2 Anonymous disclosures

A disclosure can be made anonymously and still be protected under the . A discloser can choose to remain anonymous while making a disclosure, over the course of the investigation and after the investigation is finalised.

However, this may make it difficult to investigate the reported matter. The school therefore encourages disclosers to provide their names.

The Chairperson or CEO;

an auditor, or member of an audit team of the school or a related company;

an actuary of the school or a related company; and

5.2 Making a qualifying disclosure

While an eligible whistleblower can make a disclosure directly to any eligible recipient, the school encourages them to make a disclosure in writing, via email at whistleblow@assyrrianschools.nsw.edu.au.

If it is not appropriate for the report to be made to the CEO, the eligible whistleblower should report the matter, in writing, to the Chair of the Board,

the eligible whistleblower has reasonable grounds to believe that the information concerns a substantial and imminent danger to the health or safety of one or more persons or to the natural environment; and before making the disclosure, the eligible whistleblower gives written notice to the original recipient that includes sufficient information to identify the previous disclosure and states that they intend to make an emergency disclosure; and

the disclosure of information is no greater than necessary to inform the recipient of the substantial and imminent danger.

An eligible whistleblower may wish to consider obtaining independent legal advice before making an emergency disclosure.

6. Investigating a qualifying disclosure

6.1 Receiving a disclosure

Upon receiving a disclosure, the recipient (generally the CEO or Chair of the Board) will assess the disclosure to determine whether it qualifies for protection under the [redacted] and is to be managed in accordance with this policy (qualifying disclosure) or the disclosure concerns matters that should be managed in accordance with related policies (see section 1.2).

6.2 Investigating a qualifying disclosure

The School will acknowledge receipt of a disclosure within a reasonable period, assuming the 'eligible whistleblower' can be contacted (including through anonymous channels). The School will assess disclosures to determine whether:

they fall within the Whistleblower Protection Scheme; and

an investigation is required – and if so, how that investigation should be carried out.

Generally, if an investigation is required, the School will determine:

the nature and scope of the investigation;

who should lead the investigation – including whether an external investigation is appropriate;

the nature of any technical, financial or legal advice that may be required to support the investigation; and

the anticipated timeframe for the investigation. Each investigation will be different which will impact the applicable timeframe. However, the School's intent is to complete an investigation as soon as practicable.

Where practicable, the School will keep the eligible whistleblower informed of the steps taken or to be taken (or if no action is to be taken, the reason for this), and provide appropriate updates, including about the completion of any investigation. However, the extent of the information provided, or whether it will be provided at all, will be subject to applicable confidentiality considerations, legal obligations and any other factors the School considers relevant in the particular situation.

The School may not be able to undertake an investigation, or provide information about the process etc, if it is not able to contact the eligible whistleblower, for example, if a disclosure is made anonymously and has not provided a means of contact.

Where practicable, whistleblowers will receive updates about when the investigation has begun, while the investigation is in progress and after the investigation has been finalised. The frequency and timeframe of any

The School will protect an eligible whistleblower's identity by appropriately redacting documents and referring to the whistleblower in gender-neutral terms. It will also secure all documents and communicate them in a way that will maintain confidentiality.

Eligible whistleblowers making a qualifying disclosure cannot be subject to any civil, criminal or administrative liability (including disciplinary action) for making the disclosure. No contractual or other remedy or right may be enforced or exercised against the person on the basis of the disclosure.

Whistleblowers who make some types of qualifying disclosures (generally external to the school) are also provided immunities to ensure that information they disclose is not admissible in evidence against them in

