

## Protected Disclosures Procedures

### How to make a protected disclosure to the school

A person who wants to make a protected disclosure should put the disclosure in writing, unless there is a genuine reason that this is not possible.

#### 1. Information to provide

Provide information that demonstrates the serious wrongdoing. Include any documents or evidence to support this, as well as any concerns about confidentiality or risks arising from the disclosure. State that the disclosure is to be protected.

#### 2. Who to disclose to

Send the disclosure by email or as a hard copy to the principal. If the disclosure involves the principal, send the disclosure to the board chair. Disclosures can also be made to an appropriate outside authority at any time.

#### 3. What the receiver will do

Within 20 working days of receiving a protected disclosure, the receiver will:

- acknowledge receipt of the disclosure
- consider the disclosure and whether it warrants investigation
- check with the discloser whether the disclosure has been made elsewhere
- deal with the matter
- inform the discloser.

#### 4. For more information about what happens next, including what happens when it is impracticable to complete these actions within 20 working days, see [Managing a Protected Disclosure](#).

### Support for the discloser

The receiver of the disclosure (principal or board chair) will look to provide appropriate support to any discloser.

Depending on the type of discloser, supports may include:

- employee assistance programme
- peer support
- professional support (e.g. union, NZPF)
- the Ombudsman
- senior staff not involved with the investigation.

It is important when accessing support (as above) that the discloser tells the relevant person that the discussion is confidential and for the purposes of support for a protected disclosure.