

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. The disclosure should be made in writing.
2. State that you wish your disclosure to be protected.
3. The disclosure should contain detailed information including the following:
 - The nature of the serious wrongdoing;
 - The nature or names of the people involved; and
 - Surrounding facts including details relating to the date, time and/or place of the wrongdoing.
4. Sign and date the letter.

Where to send disclosures:

5. A disclosure must be sent in writing to the Principal who has been nominated by the Board of St Thomas's School under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose;

or
6. If you believe that the Principal is involved in the wrongdoing or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then you can make the disclosure to the Board Chair (eg Chair)

Ratified by Board

Signed N. C.

Date 10/9/2024