

CHRISTCHURCH RUDOLF STEINER SCHOOL

COLLEGE PRINCIPAL GROUP

Board / Management

NAG 3 Policy **Employer Responsibility**

Procedures **.4 DEALING WITH PROTECTED DISCLOSURES**

1. The College Principal Group will appoint an appropriate person who will act as receiver of information on alleged wrongdoing within or by the organisation.
2. All information received by this person will be treated confidentially.
3. The person appointed will investigate. The investigation will follow best practice and natural justice in forming a judgement and report to the management and affected parties regardless of the findings of the investigation.
4. S/He will also inform the person(s) who initiated the investigation of their findings.
5. Disclosure may be made to the CPG or Principal (section 8 of the Protected Disclosure Act 2000); see appendix I for the circumstances under which this is possible).
6. Disclosure may be made to a Minister of the Crown or Ombudsman (section 10 of the Protected Disclosure Act 2000) see appendix II for the circumstances under which this is possible).
7. Where allegations have been substantiated, appropriate measures will be taken by the Board of Trustees to reduce the chance of something similar happening in future.

Date approved: 12 August 2015

Signed

Responsibility for administering this procedure: Management

Review Date: August 2020

A large, stylized handwritten signature in black ink, appearing to be 'R. Steiner', is written over the 'Signed' and 'Responsibility' lines.