



## Scoil San Carlo Senior

### Policy Statement on Protected Disclosures January 2018

**Preamble:** *As recommended by the CPSMA, the Board of Management of Scoil San Carlo Senior has drawn up this Policy statement using the suggested template to ensure compliance with the terms of the 'Protected Disclosures Act 2014'*

#### **What is Whistleblowing?**

Whistleblowing occurs when a worker raises a concern or discloses information which relates to wrongdoing, illegal practices or unethical conduct which has come to his/her attention in the workplace.

Scoil San Carlo's whistle-blowing policy is intended to encourage and enable employees to raise concerns within our workplace rather than overlooking a problem or "blowing the whistle" externally. Under this policy an employee is entitled to raise concerns or disclose information without fear of penalisation or threat of less favourable treatment, discrimination or disadvantage.

#### **Our Commitment**

Scoil San Carlo is committed to maintaining an open culture with the highest standards of honesty and accountability where employees can report any concerns in confidence.

#### **Who does the policy apply to**

This policy applies to all of our employees at all levels.

It is important to note that should you have a concern in relation to your own employment or personal circumstances in the workplace it should be dealt with by way of our Grievance Procedure. Likewise concerns arising in regard to workplace relationships should generally be dealt with through our Code of Behaviour and related school policies.

It is also important to note that this policy does not replace any legal reporting or disclosure requirements.

Where statutory reporting requirements and procedures exist these must be complied with fully.

#### **Aims of the Policy**

- To encourage you to feel confident and safe in raising concerns and disclosing information;
- To provide avenues for you to raise concerns in confidence and receive feedback on any action taken;
- To ensure that you receive a response where possible to your concerns and information disclosed;
- To reassure you that you will be protected from penalisation or any threat of penalisation.

#### **What types of concerns can be raised?**

A concern or disclosure should relate to a relevant wrongdoing such as possible fraud, crime, danger or failure to comply with any legal obligation which has come to your attention in connection with your employment and about which you have a reasonable belief of wrongdoing.

#### **What types of concerns should not be raised under this Procedure?**

A personal concern, for example a grievance around your own contract of employment would not be regarded as a whistleblowing concern and would be more appropriately processed through contact with the Patron and/or the Board of Management.

#### **Safeguards and Penalisation**

An employee who makes a disclosure and has a reasonable belief of wrongdoing will not be penalised by the school, even if the concerns or disclosure turn out to be unfounded.

Penalisation includes suspension/dismissal, disciplinary action, demotion, discrimination, threats or other unfavourable treatment arising from raising a concern or making a disclosure on the basis of reasonable belief for doing so. If you believe that you are being subjected to penalisation as a result of making a disclosure under this procedure, you should inform the Board of Management immediately.

Employees who penalise or retaliate against those who have raised concerns under this policy will be subject to disciplinary action.

Employees are not expected to prove the truth of an allegation. However they must have a reasonable belief that there are grounds for their concern. It should be noted that appropriate disciplinary action may be taken against any employee who is found to have raised a concern or raised a disclosure with malicious intent.

#### **Confidentiality**

We are committed to protecting the identity of the employee raising a concern and ensure that relevant disclosures are treated in confidence. The focus will be on the wrongdoing rather than the person making the disclosure. However there are circumstances, as outlined in the Act, where confidentiality cannot be maintained particularly in a situation where the worker is participating in an investigation into the matter being disclosed. Should such a situation arise, we will make every effort to inform the employee that his/her identity may be disclosed.

### **Raising a Concern Anonymously**

A concern may be raised anonymously. However on a practical level it may be difficult to investigate such a concern. We would encourage employees to put their names to allegations, with our assurance of confidentiality where possible, in order to facilitate appropriate follow-up. This will make it easier for us to assess the disclosure and take appropriate action including an investigation if necessary.

### **Procedure:**

#### **Raising a Concern**

##### **Who should you raise your concern with?**

As a first step, appropriate concerns should be raised with the Principal. However should you not wish to use this route, for example given the seriousness and sensitivity of the issues involved, you should approach the Board of Management.

##### **How to raise a concern**

Concerns may be raised verbally or in writing. Should you raise a concern verbally we will keep a written record of our conversation and provide you with a copy after our meeting. Should you raise a concern in writing we would ask you to give the background and history of the concern, giving relevant details, insofar as is possible, such as dates, sequence of events and description of circumstances.

The earlier you express the concern the easier it will be for us to deal with the matter quickly.

Having raised your concern with us, we will arrange a meeting to discuss the matter with you on a strictly confidential basis. We will need to clarify at this point if the concern is appropriate to this procedure or is a matter more appropriate to our other procedures or policies. You can choose whether or not you want to be accompanied by a colleague or a trade union representative. In regard to confidentiality, it is important that there should be an awareness of respecting sensitive information, which, while unrelated to the disclosure, may be disclosed in the course of a consultation or investigation process.

##### **How we will deal with your disclosure**

Having met with you in regard to your concern and clarified that the matter is in fact appropriate to this procedure, we will carry out an initial assessment to examine what actions we need to take to deal with the matter. This may involve simply clarifying certain matters, clearing up misunderstandings or resolving the matter by agreed action without the need for an investigation.

If, on foot of the initial assessment, we conclude that there are grounds for concern that cannot be dealt with at this point, we will conduct an investigation which will be carried out fairly and objectively. The form and scope of the investigation will depend on the subject matter of the disclosure.

Disclosures may, in the light of the seriousness of the matters raised, be referred immediately to the appropriate authorities. Likewise if urgent action is required (for example to remove a health and safety hazard), this action will be taken.

It is important to us that you feel assured that a disclosure made by you under this policy is taken seriously and that you are kept informed of steps being taken by us in response your disclosure. In this regard we undertake to communicate with you as follows:

- We will acknowledge receipt of your disclosure and arrange to meet with you as outlined above;
- We will inform you of how we propose to investigate the matter and keep you informed of actions, where possible, in that regard including the outcome of any investigation, and, should it be the case, why no further investigation will take place. However it is important to note that sometimes the need for confidentiality and legal considerations may prevent us from giving you specific details of an investigation.
- We will inform you of the likely time scales in regard to each of the steps being taken but in any event we commit to dealing with the matter as quickly as practicable.

It is possible that in the course of an investigation you may be asked to clarify certain matters. To maximise confidentiality such a meeting can take place off site and you can choose whether or not to be accompanied by a colleague or trade union representative.

Where a concern is raised or a disclosure is made in accordance with this policy, but the allegation is subsequently not upheld by an investigation, no action will be taken against the worker making the disclosure and the worker will be protected against any penalisation. It is important to note that if an unfounded allegation is found to have been with malicious intent, then disciplinary action may be taken.

### **How the matter can be taken further**

The aim of this Policy is to provide an avenue within this workplace to deal with concerns or disclosures in regard to wrongdoing. We are confident that issues can be dealt with “in house” and we strongly encourage employees to report such concerns internally.

We acknowledge that there may be circumstances where an employee wants to make a disclosure externally, and the legislation governing disclosures — The Protected — provides for a number of avenues in this regard. It is important to note however that while you need only have a reasonable belief as to wrong doing to make a disclosure internally, if you are considering an external disclosure, different and potentially more onerous obligations apply depending on to whom the disclosure is made.

### **Communication, Monitoring and Review**

This policy will be communicated as appropriate and will be subject to regular monitoring and review in consultation with our workforce and their representatives.

### **Date of Policy Adoption**

This Policy was adopted by the Board of Management on **26/02/2018**

Signed: **A. Ni Ghallchobhair**  
Chairperson of Board of Management

Signed: **Geraldine Convery**  
Principal

Date: **26/02/2018**