



HIGHVIEW COLLEGE
WHISTLE BLOWER POLICY
Responsibility – Principal OPERATIONAL

(Reviewed in even years)

Developed by	Victorian Ecumenical System of Schools	2019
Reviewed and Ratified by	The Highview College Board	20 February 2019

This policy is intended to encourage Board members, and staff (paid and volunteer) to report suspected or actual misconduct and unethical behaviour.

A **Whistle Blower** is a person who exposes any kind of information or activity that is deemed illegal, unethical, or inappropriate within an organization.

At Highview College:

1. A whistle blower should promptly, in person or in writing, report the suspected or actual matter to relevant senior staff, or to the Principal.
2. If the whistle blower would be uncomfortable or otherwise reluctant to report to any senior staff or the Principal, then he/she has the right to report the matter to the College's nominated independent reporting agency, Integrity Line.
3. The whistle blower can report the event disclosing his/her identity or anonymously.
4. The whistle blower shall receive no retaliation or retribution for a report that was provided in good faith – that was not vexatious. Where the whistle blower's identity is known, the College will provide support through the Pastoral Care Team (Head of School or Chaplain).
5. A person making a vexatious report will be subject to normal disciplinary procedures.
6. Anyone who retaliates against the whistle blower (who reported an event in good faith) will be subject to investigation, underpinned by procedural fairness. This may result in discipline, including possible termination, as well as to possible criminal and civil penalties under the Federal Treasury Laws Amendment (Enhancing Whistle blower Protections) Bill 2018.
7. Crimes against person or property, should immediately be reported to the Police.
8. Senior staff or the Principal who receive the report must act promptly to investigate and/or resolve the issue. Procedural fairness will be applied in dealing with any individuals who are the subject of whistle blowers' reports. Allegations will be documented, and individuals given an opportunity to respond fully to allegations.
9. Where the whistle blower's identity is known, the whistle blower shall during school term time receive a report within one week of the initial report, regarding the investigation, disposition or resolution of the issue.
10. If the investigation of a report, that was made in good faith and investigated by internal personnel, is not to the whistle blower's satisfaction, then he/she has the right to report the matter to the School's/College's nominated independent reporting agency, Integrity Line.
11. The identity of the whistle blower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by Police.

This policy will be available on the College Website and ratified each year by the Board of Directors.