



**St Peter's
Woodlands**

Whistleblower Policy

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1. Rationale

This policy establishes a compliant framework for receiving, managing, and investigating whistleblower disclosures in accordance with:

- Corporations Act 2001 (Cth)
- Education and Early Childhood Services (Registration and Standards) Act 2011 (SA)
- Children and Young People (Safety) Act 2017 (SA)
- Child Safety (Prohibited Persons) Act 2016 (SA)
- Work Health and Safety Act 2012 (SA)
- Privacy Act 1988 (Cth)

This policy supports the School's obligations under the Education Standards Board, including governance, complaint handling, and child safety systems.

Where applicable, the School will comply with obligations under the *Public Interest Disclosure Act 2018* (SA).

This policy aligns with the National Principles for Child Safe Organisations.

2. Scope

This policy applies to:

- Employees (current and former)
- School Council members
- Volunteers and contractors
- Suppliers and their employees
- Relatives and dependents of the above persons

All staff and volunteers are mandated notifiers under the Children and Young People (Safety) Act 2017 (SA) where applicable and must complete a report to the Child Abuse Report Line (CARL) and submit a mandatory notification via the Department for Child Protection portal.

A disclosure under this Policy does not satisfy mandatory reporting obligations.

The School will ensure compliance with the Education and Early Childhood Services (Registration and Standards) Act 2011 (SA), including maintaining appropriate governance, complaint handling and child safety systems as required by the Education Standards Board.

3. Implementation

The Principal has the overall responsibility for implementing this policy, but may delegate certain roles to suitably qualified staff.

4. Policy Statement

The School is committed to a culture of transparency, accountability, and child safety. It encourages reporting of misconduct and will ensure:

- Safe and confidential reporting pathways
- Protection from retaliation
- Timely and fair investigations



5. How the School Meets Its Legal Obligations

The School ensures compliance with the *Corporations Act 2001 (Cth)* by:

5.1. Support for Whistleblowers

- Providing access to confidential support (e.g. EAP)
- Undertaking risk assessments and workplace adjustments
- Monitoring wellbeing following disclosure

5.2. Protection from Detriment

- Strictly prohibiting retaliation
- Disciplining any person engaging in detrimental conduct

5.3. Investigation

- Conducting prompt, fair, and impartial investigations
- Using independent external investigators where appropriate

5.4. Fair Treatment

- Ensuring procedural fairness for all parties
- Allowing response to allegations

5.5. Confidentiality

- Protecting identity in accordance with law
- Sharing information strictly on a need-to-know basis

5.6. Accessibility

- Making the policy available via:
 - Induction
 - Internal systems
 - School website (where appropriate)

6. What is a qualifying disclosure?

A qualifying disclosure occurs when an eligible whistleblower makes a disclosure to an eligible recipient, and the eligible whistleblower has reasonable grounds to suspect that the information concerns a disclosable matter.

7. Who can make a qualifying disclosure?

7.1. Eligible whistleblower

An eligible whistleblower is an individual who is or has been any of the following, in relation to the School:

- a School Council member;
- an employee;
- a person who supplies goods or services (paid or unpaid);
- an employee of a person who supplies goods or services (paid or unpaid);
- an individual who is an associate of the School (as defined in the Corporations Act); and
- a relative or dependent (or dependents of a spouse) of any individual described above.

7.2. Anonymous disclosure

A disclosure may be made anonymously. However, this may make it difficult to investigate the reported matter. SPW encourages disclosers to provide their names. If a discloser wishes to disclose anonymously, the discloser should provide sufficient information to allow the matter to be properly investigated and disclosers are asked to provide an anonymous email address through which additional questions can be asked and information provided.

Anonymous disclosures will be assessed and investigated to the extent possible based on the information provided

8. Disclosable matters that qualify for protection

8.1. Disclosable matters

A disclosable matter is a disclosure of information where the eligible whistleblower has reasonable grounds to suspect that the information relating to the School or a related company concerns:

- misconduct;
- an improper state of affairs or circumstances;
- illegal activity (including conduct of officers and employees) – meaning activity in breach of the Corporations Act or specified financial services legislation, or an offence against any law of the Commonwealth punishable by imprisonment of 12 months or more; or
- conduct (including conduct of officers and employees) that represents a danger to the public or financial system.

This may include any conduct in relation to the operation of the School that involves:

- fraudulent activity;
- unlawful or corrupt use of School funds;
- improper accounting or financial reporting practices;
- systemic practices that pose a serious risk to the health and safety of any person on School premises or during School activities.

Nothing in this policy limits or overrides mandatory reporting obligations under the *Children and Young People (Safety) Act 2017 (SA)*.

Where a disclosure raises a suspicion on reasonable grounds that a child or young person is at risk, St Peter's Woodlands Grammar School will make a mandatory report to the Department for Child Protection

All disclosures involving child-related conduct will also be assessed against obligations relating to Working With Children Checks and prohibited persons requirements.

8.2. Reasonable grounds to suspect

A discloser would have 'reasonable grounds to suspect' if the discloser has a suspicion that could reasonably be formed based on the facts and information available to them.

If a disclosure is made without 'reasonable grounds to suspect' (eg where the disclosure is unfounded), the disclosure will not be a qualifying disclosure and the discloser will not have the protections provided for under this policy and the Corporations Act.

8.3. Personal work-related grievances

Generally, disclosures that concern personal work-related grievances do not qualify for protection.

A disclosure will concern a personal work-related grievance of the discloser if the information:

- concerns a grievance about any matter in relation to the discloser's employment, or former employment, having or tending to have implications for the discloser personally; and

- does not have significant implications for the School that do not relate to the discloser; and
- does not concern conduct that is:
 - an alleged contravention of the Corporations Act and specified financial services laws; or
 - an offence against another law of the Commonwealth, which is punishable by imprisonment of 12 months or more; or
 - a danger to the public or financial system.

Examples of disclosures regarding personal work-related grievances that may not qualify for protection include:

- an interpersonal conflict between the discloser and another employee;
- a decision relating to the engagement, transfer or promotion of the discloser;
- a decision relating to the terms and conditions of engagement of the discloser;
- a decision to suspend or terminate the engagement of the discloser, or otherwise discipline the discloser.

These matters will be addressed in accordance with the School's Grievance Procedure for Staff.

A disclosure could qualify for protection if it concerns a personal work-related grievance and also concerns alleged detriment (or a threat of detriment) to the discloser.

9. Reportable Conduct and Mandatory Reporting Obligations

The School complies with South Australia's Reportable Conduct Scheme, including:

- Reporting allegations of child-related misconduct by staff or volunteers
- Ensuring allegations are independently assessed
- Maintaining records of reportable conduct allegations and outcomes

Where a disclosure involves a child:

- Mandatory reporting to CARL must occur immediately
- A report must also be submitted via the DCP portal

Where staff conduct is involved:

- Immediate risk assessment
- Notification to appropriate authorities (DCP, SAPOL)
- Internal escalation to Principal and Chair

Reports must be made:

- Immediately in urgent situations
- As soon as practicable otherwise

10. Who can receive a qualifying disclosure?

10.1. Reporting Channels (including Anonymous Reporting)

Disclosures may be made via:

- Email to the Principal
- Email to the Chair of School Council
- Verbal report to an eligible recipient
- Written correspondence
- Dedicated whistleblower email address (if established)

Anonymous disclosures are accepted.

Whistleblowers are encouraged to provide sufficient detail and a secure contact method.

10.2. External Reporting Authorities

Disclosures may also be made to:

- ASIC
- APRA
- ATO
- SA Ombudsman
- Office for Public Integrity (SA)
- SAPOL
- Department for Child Protection
- Education Standards Board

10.3. Making a qualifying disclosure

While an eligible whistleblower can make a disclosure to any eligible recipient, the School encourages them to make a disclosure in writing to the Principal, via email.

If it is not appropriate for the disclosure to be made to the Principal, the eligible whistleblower is encouraged to make the disclosure, in writing, to the Chair of the School Council.

Where a disclosure is made to an eligible recipient who is not the Principal, then subject to the confidentiality protections set out at Section 9 below, it will generally be passed onto the Principal and dealt with in accordance with Section 8 below.

Disclosures can be made:

- In writing (preferred)
- Verbally
- Anonymously

The School will acknowledge receipt within 5 working days, where possible.

10.4. External disclosures

Disclosures may also qualify for protection if they are made to ASIC, APRA or a prescribed Commonwealth authority, or if an eligible whistleblower makes a disclosure to a legal practitioner to obtain advice about the operation of the whistleblower provisions.

Independent legal advice is strongly recommended before making a public interest or emergency disclosure.

7.3.1 Public interest disclosure

The School is not a public authority for the purposes of the *Public Interest Disclosure Act 2018 (SA)*. However, where disclosures are made to relevant public authorities, the School will support lawful handling and cooperation with any investigation.

This may include:

- Referral to appropriate authorities
- Managing disclosures in accordance with legislative requirements

7.3.2 Emergency disclosure

An eligible whistleblower can disclose to a Member of Parliament or a journalist only if:

- the whistleblower has previously disclosed the information to ASIC, APRA or a prescribed Commonwealth authority, and:

- the whistleblower has reasonable grounds to believe that there is an imminent risk of serious harm or danger to public health or safety, or to the financial system, if the information is not acted on immediately; and
- a reasonable period has passed since the disclosure was made; and
- after the end of the reasonable period, the whistleblower gives the body to which the disclosure was made a written notification that includes sufficient information to identify the previous disclosure and states that he or she intends to make an emergency disclosure.

Eligible whistleblowers who make a 'public interest disclosure' or an 'emergency disclosure' also qualify for protection.

11. Investigating a qualifying disclosure

11.1. Receiving a disclosure

Upon receiving a disclosure, the recipient (generally the Principal or Chair of School Council) will assess the disclosure to determine whether it qualifies for protection under the Corporations Act and is to be managed in accordance with this policy (qualifying disclosure) or the disclosure concerns matters that should be managed in accordance with related policies (see Section 13).

Where allegations involve reportable conduct by staff in relation to a child, the School will comply with applicable reportable conduct scheme obligations and notify relevant authorities as required.

11.2. Investigating a qualifying disclosure

How SPW investigates a qualifying disclosure will depend on the nature of the disclosure.

An investigation will generally involve the making of inquiries or collection of evidence for the purpose of assessing the disclosure made by the whistleblower.

External professionals may be engaged to assist or conduct the investigation process.

In instances where the School reports the allegations within the disclosure to a third party, such as South Australian Police, Australian Federal Police or Australian Securities and Investments Commission (ASIC), the investigation procedures of the relevant third party will generally take precedence.

The timing of an investigation will depend on the circumstances of the matter and whether the School is the primary investigator of the disclosure.

Employees about whom disclosures are made will generally be given an opportunity to respond to the relevant allegations made in the qualifying disclosure.

An eligible whistleblower and the relevant parties that the disclosure is about may choose to have an appropriate support person present at any meeting with representatives of the School.

The School may not be able to undertake an investigation if it is not able to contact the whistleblower (eg, if the disclosure is made anonymously and the whistleblower has not provided contact details).

11.3. Investigation of findings

The findings from an investigation will be documented and reported to those responsible for oversight of this Policy.

A determination will then be made as to providing those findings in written format to the whistleblower. There may however be instances where it may not be appropriate to provide details of the outcome to the whistleblower.

11.4. Review of findings

A whistleblower may lodge a complaint with a regulator, such as ASIC, APRA or the ATO, if they are not satisfied with the outcome of the School's investigation.

The School recognises that a failure to manage whistleblower disclosures may create psychosocial risks under the Work Health and Safety Act 2012 (SA), and will take steps to protect psychological safety.

11.5. Procedural Fairness

The School will ensure:

- Impartial and unbiased investigations
- Objective assessment of evidence
- Opportunity to respond to allegations
- Decisions based on evidence
- This will be balanced with confidentiality obligations

11.6. Timeframes

- Initial review: within 10 working days
- Investigation timeframe: typically 30–60 days (depending on complexity)

12. Confidentiality and records

Under the Corporations Act, the identity of the discloser of a qualifying disclosure and information which is likely to lead to the identification of the discloser must be kept confidential.

Exceptions to this are disclosures to ASIC, the Australian Federal Police, a legal practitioner for the purpose of obtaining advice about the application of the whistleblower protections or made with the consent of the discloser.

The discloser's identity and information which is likely to lead to the identification of the discloser can also be provided to any Commonwealth or State authority for the purpose of assisting the authority in the performance of its functions or duties. This could include SAPOL, the SA Ombudsman, Education Standards Board or the SA Department for Education.

It is also permissible to disclose information which could lead to the identification of the discloser if the disclosure is reasonably necessary for the purpose of investigating the matter, if all reasonable steps are taken to reduce the risk that the discloser will be identified as a result of the information being disclosed.

Breach of these confidentiality protections regarding the discloser's identity and information likely to lead to the identification of the discloser is a criminal offence and may be the subject of criminal, civil and disciplinary proceedings.

Confidentiality must be observed in relation to handling and storing records.

All records will be securely stored in restricted-access systems in accordance with the Privacy Act 1988 (Cth) and School records management policies.

Personal information collected under this policy will be handled in accordance with the Australian Privacy Principles (APPs), including APP 6 (use and disclosure) and APP 11 (security of personal information).

The School Council is responsible for oversight of whistleblower governance, including receiving de-identified reports on disclosures and outcomes.

The School will maintain a confidential whistleblower register to:

- Record all disclosures (de-identified where required)
- Track actions taken and outcomes
- Support governance oversight and regulatory reporting

Records will be retained in accordance with:

- State Records Act 1997 (SA) (good practice, even if not strictly required)
- School record retention schedules

- The School will notify the Education Standards Board where required under regulatory obligations.

13. Whistleblower protections

Eligible whistleblowers making a qualifying disclosure are protected by the requirement that their identity, and information that may lead to their identification, should be kept confidential, subject to relevant exceptions as set out in section 7 above.

Eligible whistleblowers making a qualifying disclosure cannot be subject to any civil, criminal or administrative liability (including disciplinary action) for making the disclosure. No contractual or other remedy or right will be enforced or exercised against the person on the basis of the disclosure.

Whistleblowers who make some types of qualifying disclosures (generally external to the School) are also provided immunities to ensure that information they disclose is not admissible in evidence against them in criminal proceedings or in proceedings for the imposition of a penalty, other than proceedings in respect of the falsity of the information.

These immunities do not prevent an eligible whistleblower being subject to criminal, civil or other liability for conduct that is revealed by the whistleblower, only that the information the person has disclosed is not admissible in certain proceedings against them.

Eligible whistleblowers are also protected from victimisation - suffering any detriment by reason of the qualifying disclosure. It is unlawful for a person to engage in conduct against another person that causes, or will cause detriment, where the person believes or suspects that the other person or a third person made, may have made, proposes to make or could make a qualifying disclosure.

Threats of detriment are also unlawful.

Detriment has a very broad meaning and includes dismissal of an employee, injuring an employee in their employment, alteration of an employee's position or duties to their disadvantage; discrimination between an employee and other employees; victimisation of a dependent of the discloser, harassment or intimidation of a person or harm or injury to a person, including psychological harassment; damage to a person's property, reputation or business or financial position.

Remedies for being subjected to detriment could include:

- compensation
- injunctions and apologies
- reinstatement of a person whose employment is terminated
- exemplary damages

Schools and individuals may face significant civil and criminal penalties for failing to comply with confidentiality and detrimental conduct provisions.

If an eligible whistleblower believes they are being subjected to a detriment or a threat of detriment, this should immediately be reported in writing to the Principal, via email.

If it is not appropriate for the report to be made to the Principal, the eligible whistleblower should report the matter, in writing, to the Chair of School Council.

A whistleblower is protected even if their disclosure turns out to be incorrect, provided they had reasonable grounds to suspect misconduct.

14. Additional support for eligible whistleblowers and other employees

The School's employee assistance program (EAP) or equivalent will be available to all eligible whistleblowers and other employees affected by the disclosure, should they require that support.



15. Governance and Regulatory Compliance

This policy supports compliance with:

- Education Standards Board requirements
- Governance and oversight obligations
- Complaint handling systems
- Child safety standards

16. Policy Review

This policy will be reviewed every five years as a minimum. The review may include consultation from AISSA, and with SPW administration and teaching staff.

17. Further Information

Further information regarding this policy is available from any member of the Executive Leadership Team.

Relevant Legislation

Corporations Act 2001 (Cth)

Children and Young People (Safety) Act 2017 (SA)

Child Safety (Prohibited Persons) Act 2016 (SA)

Work Health and Safety Act 2012 (SA)

Education and Early Childhood Services (Registration and Standards) Act 2011 (SA)

Privacy Act 1988 (Cth)

Public Interest Disclosure Act 2018 (SA)

Related Policies

PRIN-03 Bullying and Harassment

PRIN-04 Child Protection

PRIN-49 Parent/Caregiver Grievance

PRIN-54 Code of Conduct Parents

WHS-44 Workplace Health and Safety

Related Procedures & Standard Operating Procedures

WHS-44-02 Grievance Procedure for Staff

Related Forms & Checklists

None

Related Safe Work Practices & Guidance Notes

None

Related Other Documentation

None

References

AISSA Sample Whistleblower Policy for Independent Schools, Association of Independent Schools of South Australia, 2019.

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