



# BOARD OF KAVANAGH COLLEGE

## POLICY: PROTECTED DISCLOSURES

NAG 3

### Purpose

A protected disclosure, as set out in the Protected Disclosures Act 2000, is a declaration made by an employee (staff or contractors) where he or she believes serious wrongdoing has occurred at the College.

### Policy Objective

Employees (staff or contractors) making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

### Guidelines

1. Procedures and processes shall be put in place to meet the requirements of the Protected Disclosures Act 2000. Procedures shall be publicised to all staff on a regular basis.
2. The Board will appoint the Principal as the primary Protected Disclosure Officer for the College.
3. In addition the Board will each year appoint a member of the Board of Kavanagh College, who is not the Chair, to be the Protected Disclosure Officer in cases of allegations against the Principal.
4. Protected Disclosure Officers have delegated authority to investigate a complaint and must act in accordance with the Protected Disclosures Procedure.
5. Information which would identify the employee (staff or contractor) making the disclosure is confidential to the Protected Disclosure Officer unless:
  - (a) the person making the disclosure consents in writing to the information being disclosed, or
  - (b) it is essential to disclose the identifying information for reasons of an effective investigation, or to prevent serious risk to public health, public safety or the environment, or to ensure the principles of natural justice are upheld.

Ratified by Board:  Signed for Board  
Date: 12 August 2020

Responsibility: Board of Kavanagh College  
Reviewed: June 2020  
Next review date: June 2023  
Policy: NAG 3 Personnel / NAG 6 Compliance and Legislation

Related Documentation

Protected Disclosures Procedures  
Protected Disclosures Act 2000