

Whistleblower Policy

Purpose

Rossbourne School is committed to fostering a culture of integrity, accountability, and transparency. The purpose of this Policy is to:

- Encourage Whistleblowers to report an issue if they have reasonable grounds to suspect it concerns a Disclosable Matter;
- Provide details about how (and to whom) a Whistleblower can make a report ;
- Provide details about how the School will deal with reports of Disclosable Matters;
- Provide details (see section 10) about the protections available to Whistleblowers, and how the School will ensure fair treatment of those affected by a report; and
- Fulfil the School's obligations under whistleblower laws (Whistleblower Laws) in the Corporations Act 2001 (Cth) (Corporations Act).

This Policy is intended to support the School's commitment to lawful, ethical, and safe practices and to meet the expectations of the Victorian Registration and Qualifications Authority (VRQA).

Scope

This Policy applies to Rossbourne School as an independent school registered in Victoria and operates alongside the School's other governance and compliance frameworks. This Policy has been developed with reference to:

- Part 9.4AAA of the Corporations Act 2001 (Cth) (Whistleblower Protections); and
- Other applicable Victorian and Commonwealth laws.

Where relevant, this Policy operates alongside the Public Interest Disclosures Act 2012 (Vic) but does not limit any rights a person may have under that Act.

This Policy applies to Whistleblowers who make a report about Disclosable Matters, being persons who are, or have been, officers, employees, individuals who are suppliers or associates of the School, or a relative, dependant, or spouse of any of such persons.

A person who is not a Whistleblower will not qualify for protection under the Whistleblower Laws or this Policy.

Disclosable Matters

A Whistleblower is able to make a report under this Policy if they have reasonable grounds to suspect that information indicates there has been a Disclosable Matter.

Disclosable Matters means information concerning misconduct, or an improper state of affairs or circumstances, in relation to the School, such as conduct by the School or an officer or employee of the School that:

- (a) Breaches the Corporations Act, Australian Securities and Investments Commission Act 2001 (Cth), Banking Act 1959 (Cth), Financial Accountability Regime Act 2023 (Cth), Financial Sector (Collection of Data) Act 2001 (Cth), Insurance Act 1973(Cth), Life Insurance Act 1995 (Cth), National Consumer Credit Protection Act 2009 (Cth) or Superannuation Industry (Supervision) Act 1993 (Cth) (or regulations made under those laws) (noting that many of these have limited relevance to the School);
- (b) Constitutes an offence against any other law of the Commonwealth that is punishable by imprisonment for a period of 12 months or more;
- (c) Represents a danger to the public or the financial system; or
- (d) Is otherwise prescribed by Whistleblower Laws.

However, this Policy does not apply to a disclosure to the extent that the information disclosed concerns a personal work related grievance and does not concern alleged or threatened Detrimental Treatment. Personal work-related grievance has the meaning given to it in the Corporations Act and are grievances that relate to one's own employment (or former employment), and which:

- (a) May have implications for the Discloser personally;
- (b) Do not have any other significant implications for the School; and
- (c) Do not relate to any conduct, or alleged conduct, about a Disclosable Matter.

Any reports that do not relate to a Disclosable Matter are not covered by this Policy, and will not qualify for protection under the Whistleblower Laws.

Interactions Between This Policy and Other Policies

In some cases, a Whistleblower may make a disclosure to which multiple policies or legal obligations may apply. To the extent that a disclosure relates to a Disclosable Matter, this Policy applies in priority to other School policies. Where a disclosure includes a Disclosable Matter as well as other matters, the School will adapt the procedures set out in this Policy to ensure compliance with its statutory obligations (while also avoiding duplication or time-wasting).

How to Make a Report?

Form of Report

A report about an alleged Disclosable Matter under this Policy can be made at any time, either verbally or in writing using the Whistleblower Disclosure Incident Report Form. Reports should include supporting documentation, the grounds for making the report, and details of all relevant facts.

Reasonable Grounds and False Claims

A report made under this Policy may have serious consequences, including potential damage to the personal reputation and career prospects of the person(s) who are the subject of an alleged Disclosable Matter. A Whistleblower must therefore have reasonable grounds to suspect that the concerns being raised fall within the definition of a Disclosable Matter.

Persons who are found to have knowingly made a false report may be in breach of this Policy and be subject to appropriate disciplinary action (including termination of employment or engagement).

Anonymity

Whistleblowers can elect to make an anonymous report. Anonymous reports remain protected by Whistleblower Laws.

However, the School may not be able to undertake an investigation if it is not able to contact the Whistleblower (e.g. if a disclosure is made anonymously and the Whistleblower has refused to provide, or has not provided, a means of contacting them). A Whistleblower who wishes to remain anonymous should therefore maintain ongoing two-way anonymous communication with the School, so the School (or its representatives) can ask follow-up questions or provide feedback.

Confidentiality

All reports made under this Policy will be confidential. A person cannot disclose the identity of a Whistleblower, or information that is likely to lead to the identification of the Whistleblower, which they have obtained directly or indirectly because the Whistleblower has made a report that qualifies for protection under Whistleblower Laws, unless the Whistleblower consents.

However, a person can disclose information contained in a report without the Whistleblower's consent if authorised by the Corporations Act, including where:

- (a) The information does not include the Whistleblower's identity;
- (b) The School has taken all reasonable steps to reduce the risk that the Whistleblower will be identified from the information; and

- (c) It is reasonably necessary for investigating the issues raised in the disclosure.

Therefore, although the School will comply with the confidentiality requirements under the Corporations Act, Whistleblowers must be comfortable with some risk of information regarding their report being disclosed.

All files and records created during an investigation will be retained in secure files and any unauthorised release of information will be regarded as a breach of this Policy.

If a Whistleblower considers there has been a breach of confidentiality, they can choose to lodge a complaint with the School or with a regulator, such as the Australian Securities and Investments Commission (ASIC) or the Australian Prudential Regulation Authority (APRA), for investigation.

Who to Make a Report To?

A Whistleblower may report Disclosable Matters to categories of people who are eligible to receive reports which qualify for protection (Eligible Recipient).

Internal Eligible Recipients

Internal Eligible Recipients include an officer, senior manager, or auditor of the School. An Eligible Recipient must promptly forward a report to the Whistleblower Protection Officer.

Whistleblower Protection Officer (WPO)

Position: Rossbourne School Principal

Telephone: [\(03\) 9819 4611](tel:0398194611)

Email: principal@rossbourne.vic.edu.au

The School has authorised the WPO to:

- (a) Receive reports of alleged Disclosable Matters and coordinate any necessary action by the School
- (b) Keep the Whistleblower updated on developments
- (c) Safeguard the interests of Whistleblowers making reports under this Policy and
- (d) Ensure the integrity of the reporting system.

External Reporting

Although the School's preference is that a Whistleblower first contact an internal Eligible Recipient, or the WPO, the Whistleblower may choose to make a report of an alleged Disclosable Matter directly to ASIC, APRA, the Australian Taxation Office, or any other Commonwealth authority prescribed by the Corporations Act.

Public Interest and Emergency Disclosures

In some limited circumstances, the Whistleblower may be permitted to make a public interest or emergency disclosure to a Member of Parliament or a journalist.

For more information on these disclosures, please see ASIC's fact sheet available here: [Whistleblower rights and protections | ASIC](#).

Reporting to a Legal Practitioner

A Whistleblower may make a report to a legal practitioner for the purpose of obtaining legal advice or legal representation in relation to the operation of this Policy or Whistleblower Laws in general.

Steps Following a Report

Following a report of an alleged Disclosable Matter, the WPO will assess whether:

- (a) It qualifies for protection; and
- (b) A formal, in-depth investigation is required.

If a report concerns an alleged Disclosable Matter by the WPO, or the WPO otherwise has a conflict of interest, the WPO will refer the report to the Principal.

Investigations of Disclosable Matters

Investigation procedure

Where a report is made, and it is determined that an investigation of the alleged Disclosable Matter is warranted, the Principal will carry out (or delegate) the investigation.

Where the Disclosable Matter relates to the conduct of the Principal, or the Principal otherwise has a conflict of interest in the Disclosable Matter, the Chair of the School Board will, unless the Chair has a conflict of interest, carry out (or delegate) the investigation.

Investigation Procedure

Where a formal investigation is warranted, the School will take all reasonable steps to ensure that the investigation is conducted in accordance with the principles of natural justice and procedural fairness.

Investigations under this Policy must be conducted as soon as is reasonably practicable. The Whistleblower will be periodically updated regarding the status of the investigation, if they can be contacted.

Appropriate records and documentation for each step in the investigation process must be maintained.

Persons Mentioned in a Disclosure

The School recognises that individuals mentioned in a report of an alleged Disclosable Matter must also be supported during any investigation process. Accordingly, the School will ensure fair treatment to such individuals (particularly employees) by providing natural justice and procedural fairness, and details of the School's available support services.

Outcomes

Following the investigation, findings will be made about whether or not there has been a Disclosable Matter. These findings will be communicated (subject to any conflicts of interest) to the Principal, the Chair of the Board, the WPO, and any person the subject of the alleged Disclosable Matter and may be communicated to the Whistleblower and any other person concerned or mentioned in the report of the Disclosable Matter, as determined by the Principal (or the Chair of the School Board).

Protection of Whistleblowers

In this section, Perpetrator means a person who engages in Detrimental Treatment.

Anonymity and Confidentiality

Whistleblowers have the anonymity and confidentiality protections as set out above.

Protections against Detrimental Treatment

The School will not tolerate any conduct, or threatened conduct, causing detriment to a person (or any other person) where:

- (a) The Perpetrator believes or suspects the first person has made, may have made, proposes to make, or could make a report under this Policy; and
- (b) The belief or suspicion is the reason, or part of the reason, for the conduct, (Detrimental Treatment).

Detriment is defined in the Corporations Act and includes (but is not limited to):

- Dismissal or alteration of an employee's position or duties to their disadvantage;
- Harm, injury (including psychological harm), or damage to a person or a person's property, reputation, business, or financial position;
- Discrimination; or
- Harassment or intimidation.

Any Detrimental Treatment will be treated as serious misconduct by the School and may result in disciplinary action (including termination of employment).

However, Detrimental Treatment does not include:

- (c) Administrative action that is reasonable for the purpose of protecting a Whistleblower from detriment (e.g. moving a Whistleblower who has made a report about their immediate work area to another office, to prevent them from detriment); and
- (d) Reasonably managing a Whistleblower's unsatisfactory conduct or work performance.

Compensation and Remedies

Under the Corporations Act, a Whistleblower who suffers Detrimental Treatment may be entitled to compensation from the Perpetrator if they suffer loss, damage or injury as a result of the Detrimental Treatment. In some circumstances, such as where the School failed to take reasonable precautions and exercise due diligence to prevent the Detrimental Treatment, the School may also be required to compensate the Whistleblower.

The Corporations Act allows other remedies for Detrimental Treatment, even where the Whistleblower has not suffered loss, damage, or injury.

Protections Against Legal Action

Whistleblower Laws protect a Whistleblower against certain civil, criminal and administrative liabilities related to making a whistleblower disclosure.

However, this protection does not grant immunity to a Whistleblower for any misconduct they have engaged in that is revealed by the disclosure.

Breaches

Any breach of this Policy will be taken seriously and may result in counselling and/or disciplinary action, up to and including summary dismissal.

It is a condition of any employment or engagement by Rossbourne that all staff must comply at all times with this Policy. However, this Policy does not form part of any agreement between any person, nor does it constitute terms and conditions of any person's employment or engagement.

Communication

This policy will be reviewed every two years and is available to staff on the Learning Management System, and forms part of the School's induction program for incoming staff. Aspects of (and updates to) this policy will be addressed in the School's professional development updates, training programs, bulletins and newsletters.

Related Documents

- Conflict of Interest Policy
- Privacy Information Policy
- Delegation Policy and Register
- Whistleblower Disclosure Incident Report Form
- Corporations Act 2001 (Cth) (Whistleblower Protections)
- Public Interest Disclosures Act 2012 (Vic)

POLICY OWNER	APPROVED BY SCHOOL BOARD/PRINCIPAL	DATE APPROVED	VERSION	REVIEW DATE
Principal	School Board	22 April 2026	2	22 April 2028