

Holy Family Secondary School



Protected Disclosures Policy

2024

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Holy Family Secondary School staff, the Parents' Association, the Student Representative Council, the Board of Management, amongst others, were consulted during the formation of the policy.

Ratified by Board of Management on: 12th December 2024

Proposed Next Policy Review date: As required



Chairperson, Board of Management
Mr M. Carew



Secretary, Board of Management
Ms S. Allen



Representative of the Diocese
Sr. K Cuskelly

1. Link to Mission Statement

This Policy has been developed in line with our Mission Statement which states:

'We promote the Christian virtues of faith, hope, love, gentleness, respect and tolerance, and we emphasise togetherness and family. Guided by these Christian virtues, and dedicated to the pursuit of excellence, it is our mission to provide a safe, caring, inclusive learning environment in which to foster the spiritual, intellectual, academic, aesthetic, physical, emotional and social development of each student so that she may fulfil her own unique potential and may leave our school with the capacity and the willingness to contribute to the building of a society characterised by these Christian virtues'

Holy Family Secondary School continuously strives to create a progressive learning environment for our students, guided by Christian values.

2. Rationale

This policy has been prepared in accordance with the Protected Disclosures Act 2014, as amended by the Protected Disclosures (Amendment) Act 2022, and the Protected Disclosure Act Guidance for Public Bodies and Prescribed Persons, which was published by the Department of Public Expenditure and Reform in November 2023.

The School is committed to providing workers with a confidential and secure pathway for reporting concerns about wrongdoing in the workplace and also to protecting workers against penalisation for having reported those concerns.

The Protected Disclosures Act 2014 ("the Act") protects workers who report certain workplace wrongdoings. A formal channel for reporting such concerns has been established in accordance with the Act.

The purpose of this policy is:

- a) to encourage the reporting by Workers of suspected Relevant Wrongdoing as soon as possible in the knowledge that reports will be taken seriously and investigated as appropriate;
- b) to provide guidance as to how to raise those concerns and how those concerns will be dealt with in a clear, formal and safe manner; and
- c) to reassure Workers that genuine concerns can and should be raised by them without fear of Penalisation, even if they turn out to be mistaken.

To that end, this document sets out: how to make a report; the types of wrongdoing that constitute a protected disclosure; what happens when a report is received; and the protections that are available against penalisation for reporting a concern about wrongdoing .

The School will:

- Keep the identity of the Reporting Person and any person named in a report confidential;
- Not tolerate any penalisation or threat of penalisation of the Reporting Person or persons associated with the Reporting Person;
- Acknowledge all reports within 7 days;

- Follow-up diligently on all reports of relevant wrongdoing;
- Provide feedback to the Reporting Person within 3 months of acknowledgement; and
- Provide further feedback at 3 monthly intervals on written request.

The Board of Management has overall responsibility for the Procedures set out in this policy.

The Principal is the Designated Person with day-to-day responsibility for the handling of reports.

Please read this document carefully before making a report. It is solely your responsibility to ensure you meet the criteria for protection under the Act. If you have any queries about this policy, please contact the Principal. If you require confidential, independent, advice (including legal advice) on the making of a protected disclosure, please refer to section 12 of this document.

3. SCOPE: WHO THIS POLICY APPLIES TO

This policy applies to all “workers”. A “worker” is an individual in a work-related relationship with the School who acquires information on relevant wrongdoings in a work-related context and who is or was:

- (a) an employee;
- (b) an independent contractor;
- (c) a supplier;
- (d) an agency worker;
- (e) an unpaid trainee;
- (f) a work experience student;
- (g) a board member;
- (h) a shareholder of an undertaking;
- (i) a member of the administrative, management or supervisory body of an undertaking including non-executive members;
- (j) a volunteer;
- (k) an individual who acquired information on a relevant wrongdoing during a recruitment process; or an individual who acquired information on a relevant wrongdoing during pre-contractual negotiations (other than a recruitment process).

4. WHAT IS A PROTECTED DISCLOSURE?

Making a report in accordance with the Protected Disclosures Act is referred to as “making a protected disclosure”. A “protected disclosure” means a disclosure of “relevant information” made by a “worker” in the manner specified in the Act. The relevant information must, in the reasonable belief of the worker, tend to show one or more relevant wrongdoings and have come to the attention of the worker in a work-related context. These requirements are explained in more detail below.

a. WHAT IS RELEVANT INFORMATION?

Relevant information is information which in the reasonable belief of the worker tends to show one or more relevant wrongdoings and it came to the attention of the worker in a work-related context.

The information should disclose facts about someone or something, rather than a general allegation that is not founded on any facts.

Workers should not investigate allegations of wrongdoing. The Designated Person is responsible for the *appropriate follow up of all reports.*

b. WHAT IS A REASONABLE BELIEF?

The worker's belief must be based on reasonable grounds but it is not a requirement that the worker is ultimately correct. Workers are not expected to prove the truth of an allegation.

No disciplinary or other action will be taken against a worker who reasonably believes the information they have reported tends to show a wrongdoing even if the concern raised turns out to be unfounded.

The motivation of the worker in making a report is irrelevant as to whether or not it is a protected disclosure. The worker will be protected if they reasonably believe when making the report that the information disclosed tended to show a relevant wrongdoing.

A report made in the absence of a reasonable belief is not a protected disclosure and may result in disciplinary action. It is a criminal offence to make a report that contains any information the Reporting Person knows to be false. A person who suffers damage resulting from the making of a known to be false report has a right to take legal action against the Reporting Person.

WHAT ARE RELEVANT WRONGDOINGS?

To qualify as a protected disclosure, the matter reported must be a "relevant wrongdoing". The following are relevant wrongdoings:

- (a) that an offence has been, is being or is likely to be committed;
- (b) that a person has failed, is failing or is likely to fail to comply with any legal obligation, other than one arising under the worker's contract of employment or other contract whereby the worker undertakes to do or perform personally any work or services;
- (c) that a miscarriage of justice has occurred, is occurring or is likely to occur;
- (d) that the health or safety of any individual has been, is being or is likely to be endangered;
- (e) that the environment has been, is being or is likely to be damaged;
- (f) that an unlawful or otherwise improper use of funds or resources of a public body, or of other public money, has occurred, is occurring or is likely to occur;
- (g) that an act or omission by or on behalf of a public body is oppressive, discriminatory or grossly negligent or constitutes gross mismanagement;
- (h) that a breach of EU law as set out in the Act, has occurred, is occurring or is likely to occur; or
- (i) that information tending to show any matter falling within any of the preceding paragraphs has been, is being or is likely to be concealed or destroyed or an attempt has been, is being or is likely to be made to conceal or destroy such information.

It does not matter whether a relevant wrongdoing occurred, occurs or would occur in Ireland or elsewhere and whether the law applying to it is that of Ireland or that of any other country or territory.

Workers may be subject to mandatory reporting obligations relevant to their role or profession. Such reports may or may not amount to protected disclosures under the Protected Disclosures Act depending on whether the requirements of the Act are met. Legislation other than and in addition to the Protected Disclosures Act may provide for making reports. Workers should ensure that they are aware of what protections, if any, such other legislation and/or the Protected Disclosures Act makes available to them and seek legal advice if necessary.

MATTERS THAT ARE NOT RELEVANT WRONGDOINGS

A matter is not a relevant wrongdoing which it is the function of the worker or the worker's employer to detect, investigate or prosecute and does not consist of or involve an act or omission on the part of the employer.

This policy should not be used to raise complaints relating to interpersonal grievances exclusively affecting a Worker, namely grievances about interpersonal conflicts between a Worker and another Worker, or a matter concerning a complaint by a Worker to, or about, the School which concerns the Worker exclusively. In such circumstances, it may be more appropriate to raise complaints or grievances under a different School policy such as:

- the appropriate Grievance Procedure; or
- Dignity in the Workplace Policy and Procedures for the Protection of Staff Against Workplace Bullying, Harassment and Sexual Harassment; or
- the appropriate Disciplinary Procedure.

This policy is not designed to be used to re-open any matters which have been addressed under other School policies and procedures, nor should it be viewed as an alternative to those policies and procedures in respect of matters which would more appropriately be considered under them. Action arising from the implementation of this policy may lead to the invocation of other School policies and procedures, including Grievance Procedures and Disciplinary Procedures.

This policy does not cover a disclosure where the Worker knowingly conveys false, misleading, frivolous or vexatious information. If it transpires that a Worker makes a disclosure, which they know to be false or do not believe to be true, the Worker may be subject to disciplinary or other appropriate action. In addition, persons knowingly reporting information that is false are liable to prosecution under Section 14A of the Act.

WHAT IS A WORK-RELATED CONTEXT?

"Work-related context" means current or past work activities through which, irrespective of the nature of those activities, persons acquire information concerning a relevant wrongdoing and within which those persons could suffer penalisation if they reported such information.

5. HOW TO MAKE A REPORT

A worker must make a disclosure in the manner set down in the Act in order to gain the protections of the Act. The Act provides for disclosures to be made internally to a Worker's employer and externally to persons other than the Workers' employer. Different requirements need to be met by the Worker in the case of internal and external disclosures.

The Act requires the School to establish, maintain and operate internal reporting channels and procedures which allow for the making of and the follow-up of reports. Workers are encouraged to make disclosures internally by using the School's internal procedures set out below.

Reports must be made in writing.

Reports should be made to the Principal who is the Designated Person to receive reports under this policy.

Any worker who possesses information, which came to their attention in the course of their work in the School, which they reasonably believe tends to show one or more of the serious relevant wrongdoings, may disclose the relevant information to the dedicated email address which has been established for this purpose: protecteddisclosure@holyfamily.ie

Reports should contain at least the information set out in **Appendix A**.

The Reporting Person should not contact any person in respect of whom a disclosure is made or inform them of the disclosure.

The Reporting Person must not send information relating to the disclosure to any person in the School other than the Designated Person.

If a disclosure relates to possible Relevant Wrongdoings by the Principal, the report can be made directly by email to the Chairperson of the Board of Management with the subject heading "Protected Disclosure". In such circumstances, the Chairperson will take on the role of Designated Person under this policy.

The School will take all reasonable steps to treat disclosures made in accordance with this Policy in a confidential and sensitive manner. Internal disclosures will be taken seriously and the Reporting Person will receive appropriate protection.

ANONYMOUS REPORTS

Reports can be made anonymously, albeit the School encourages Workers to identify themselves when making a disclosure under this policy. However, the School is committed to acting upon anonymous disclosures to the greatest extent possible, while recognising that it may be restricted in its ability to investigate the matter in the absence of knowledge of the identity of the Reporting Person.

Workers who choose to report anonymously and whose report meets the requirements of the Act remain entitled to all of the protections of the Act. However, Workers should be aware that important elements of these Procedures, for example, providing feedback to a Reporting Person or protecting a Reporting Person from penalisation, may be difficult or impossible to apply unless the Worker is prepared to identify themselves. In addition, a Worker cannot obtain redress under the 2014 Act without identifying themselves.

Where there is sufficient information in an Anonymous Disclosure to allow for an initial assessment that there is prima facie evidence that a Relevant Wrongdoing may have occurred, follow-up action will be taken to the greatest extent possible from the information provided. Where the Reporting Person has used an anonymous email address to make the disclosure, it may be possible to follow up with that person to seek further information in order to make a better initial assessment or as part of further follow-up action. However, it may not be possible to fully assess and follow-up on an anonymous report.

PROCESS FOLLOWING RECEIPT OF A REPORT

This process shall apply to all reports made in the manner specified in section 4 of this policy. This process may not apply if a report or other communication is made in a manner other than that specified in section 4.

a. ACKNOWLEDGEMENT

All reports shall be acknowledged within 7 days of receipt.

The acknowledgement shall include:

- A copy of this policy or a link to same;
- A statement that, subject to the exceptions set out in section 10 of the Policy, Confidentiality and Protection of Identity, the identity of the Reporting Person will not be shared with anyone other than persons authorised to receive, handle or follow-up on reports made under this policy without the explicit consent of the Reporting Person;
- A statement that the School is committed to protecting the Reporting Person from penalisation, as provided in section 8 of this policy, Protection From Penalisation;
- A statement that feedback will be provided to the Reporting Person within a reasonable time period, being not more than 3 months from the date the acknowledgement of receipt of the disclosure was sent to the Reporting Person. Information in relation to the feedback will be provided in accordance with section 6.4 of this policy.
- A statement outlining the different supports available to the Reporting Person, as set out in section 12 of this policy, Supports and Information, including contact details for Transparency Ireland and the Employment Assistance Service.

b. ASSESSMENT

The Designated Person shall assess if there is *prima facie* evidence that a relevant wrongdoing might have occurred.

The Designated Person may, if required, contact the Reporting Person, in confidence, in order to seek further information or clarification regarding the matter(s) reported.

If it is unclear as to whether or not a report is a protected disclosure, the report will be treated as a protected disclosure until a definitive conclusion can be made.

It may be necessary to differentiate the information contained in the report. It may be the case that not all of the matters reported fall within the scope of this policy or the Protected Disclosures Act. Different parts of a report may need to be approached separately and some matters may be directed to another, more appropriate, policy or procedure (e.g. personal grievances).

The Designated Person may decide that there is no *prima facie* evidence of a relevant wrongdoing and either close the procedure or refer the matter to another relevant procedure. If this occurs, the Designated Person will notify the Reporting Person in writing of this decision and the reasons for it.

If the Designated Person decides that there is *prima facie* evidence of a relevant wrongdoing, appropriate action will be taken to address the wrongdoing, having regard to the nature and seriousness of the matter.

The nature and seriousness of the matter reported will inform whether the matter can or should be investigated internally. In some circumstances it may be more appropriate for an investigation to be carried

out by external experts, or a statutory body, or for the matter to be reported to An Garda Síochána or other body.

An informal process may be used to address a disclosure where the alleged relevant wrongdoing is relatively straightforward or not very serious, or does not require consideration of the making of adverse findings about any individual.

If a decision to close the matter or refer it to another process is made, a party affected by this decision may request a review of this decision, via the system of review set out in section 11 of this policy.

c. INVESTIGATION

The nature of an investigation into a Protected Disclosure will vary, depending on the complexity and seriousness of the matter. Not all matters raised may merit a full investigation. Examples of where an investigation may not be required include cases where the Reporting Person does not have access to all of the relevant facts or where a simple misunderstanding has arisen. In cases where the matter is deemed to be straightforward, it may be appropriate to investigate the matter internally. In other cases, it may be more appropriate to have the matter investigated by an external investigator.

The Designated Person shall decide whether or not an investigation is required.

If an investigation is required, the Designated Person shall decide how the matter should be investigated. This could be by way of an internal investigation or through an investigation by an external investigator appointed with the approval of the Board of Management.

A Reporting Person's involvement in an investigation will depend on the nature of the disclosure made and the detail provided by the Reporting Person. The Reporting Person may be invited to attend additional meetings in order to provide further information. The Reporting Person is entitled to bring a colleague or a trade union representative with them to any meeting if they so wish.

Investigations will be undertaken in accordance with the general principles of natural justice and fair procedures and any other relevant procedures of the School, as appropriate. Two of the key principles of fair procedures and natural justice are the right for a Respondent to know the allegations made against them and the right to a fair and impartial hearing. It should be noted that fair and due process requires that any person accused of wrongdoing should be made aware of, and given the opportunity to respond to, any allegations made against them. This right has to be balanced against the rights of the Reporting Person under the Act, including that person's right to have their identity protected. There are very limited circumstances where the duty of confidentiality does not apply, permitting the disclosure of the identity of the Reporting Person to the Respondent.

Responsibility for investigating and addressing allegations of wrongdoing lies with the School and not the Reporting Person. Reporting Persons should not attempt to investigate wrongdoing themselves.

A review of a decision not to investigate can be requested via the system of review set out in section 11 of this policy.

d. FEEDBACK

Feedback will be provided to the Reporting Person within a reasonable time period, being not more than 3 months from the date the acknowledgement of receipt of the disclosure was sent to the Reporting Person

or, if no such acknowledgement was sent, not more than 3 months from the date of expiry of the period of 7 days after the disclosure was made.

A Reporting Person can request the Designated Person, in writing, provide further feedback at 3 monthly intervals until the process of follow-up is completed.

Any feedback is provided in confidence and should not be disclosed by the Reporting Person other than:

- (a) as part of the process of seeking legal advice in relation to their report from a solicitor or a barrister or a trade union official; or
- (b) if required in order to make a further report through this or another reporting channel provided for under the Act (see next section).

Feedback will include information on the action taken or envisaged to be taken as follow-up to that report and also the reasons for such follow-up.

Feedback will not include any information that could prejudice the outcome of an investigation or any other action that might follow.

Feedback will not include any information relating to an identified or identifiable third party. In particular, feedback will not include any information on any disciplinary process involving another worker. Such information is confidential between the employer and the worker concerned.

If the follow-up process determines that no relevant wrongdoing has occurred, the Reporting Person will be informed of this in writing and the reasons for this decision. A review of this decision may be requested via the system of review set out in section 11 of this policy.

The final outcome of the process triggered by the report will be communicated to the Reporting Person, subject to any legal restrictions concerning confidentiality, legal privilege, privacy and data protection or any other legal obligation.

The Designated Person will report to the Board of Management whether any Protected Disclosures have been received, and the outcome of the assessment of such disclosures. In such reporting, the confidentiality of the Reporting Person will be maintained.

OTHER REPORTING CHANNELS

The aim of this policy is to provide a means by which workers can safely and securely raise concerns about relevant wrongdoing and to give certainty that all such concerns will be dealt with appropriately. The School is confident that issues can be dealt with internally and strongly encourages workers to report such concerns internally in accordance with this policy.

There may, however, be circumstances where a worker may not wish to raise their concern internally or if they have grounds to believe that an internal report they have made has not been followed-up properly.

The Protected Disclosures Act sets out a number of alternative external channels for workers to raise concerns. Information regarding these channels is set out in **Appendix C** of this policy.

It is important to note, however, that if a worker is considering making a disclosure using these other channels, different and potentially more onerous conditions may apply. Workers are advised to seek

professional advice before reporting externally. Information on where to seek independent, confidential advice in this regard can be found at section 12 of this policy.

6. PROTECTION FROM PENALISATION

The School is committed to protecting workers from penalisation or a threat of penalisation because the worker made a protected disclosure. Acts of penalisation will not be tolerated.

If a worker is penalised or threatened with penalisation this can be reported to the Principal and the report will be followed-up in accordance with the Grievance Procedure.

If the matter is not remedied, the Reporting Person should raise it formally using the School's Grievance Procedure.

Penalisation is any direct or indirect act or omission that occurs in a work-related context, which is prompted by the making of a protected disclosure and causes or may cause unjustified detriment to a worker.

Penalisation includes, but is not limited to:

- (a) Suspension, layoff or dismissal;
- (b) Demotion, loss of opportunity for promotion or withholding promotion;
- (c) Transfer of duties, change of location of place of work, reduction in wages or change in working hours;
- (d) The imposition or administering of any discipline, reprimand or other penalty (including a financial penalty);
- (e) Coercion, intimidation, harassment or ostracism;
- (f) Discrimination, disadvantage or unfair treatment;
- (g) Injury, damage or loss;
- (h) Threat of reprisal;
- (i) Withholding of training;
- (j) A negative performance assessment or employment reference;
- (k) Failure to convert a temporary employment contract into a permanent one, where the worker had a legitimate expectation that he or she would be offered permanent employment;
- (l) Failure to renew or early termination of a temporary employment contract;
- (m) Harm, including to the worker's reputation, particularly in social media, or financial loss, including loss of business and loss of income;
- (n) Blacklisting on the basis of a sector or industry-wide informal or formal agreement, which may entail that the person will not, in the future, find employment in the sector or industry;
- (o) Early termination or cancellation of a contract for goods or services;
- (p) Cancellation of a licence or permit; and
- (q) Psychiatric or medical referrals.

Appropriate action, which may include disciplinary action, will be taken against a Worker who penalises a Reporting Person or other individual due to the making of a protected disclosure.

The normal management of a Worker who has made a protected disclosure is not penalisation.

If a protected disclosure is made during an investigation or disciplinary process to which the Reporting Person is subject, it will not automatically follow that the making of the report will affect the investigation

or disciplinary process. Separate processes unconnected with the disclosure will ordinarily continue to proceed.

Disclosure of an alleged wrongdoing does not confer any protection or immunity on a worker in relation to any involvement they may have had in that alleged wrongdoing.

The Protected Disclosures Act provides that a worker who suffers penalisation as a result of making a *protected disclosure* can make a claim for redress through either the Workplace Relations Commission or the courts, as appropriate.

A claim concerning penalisation or dismissal must be brought to the Workplace Relations Commission within 6 months of the date of the act of penalisation or the date of dismissal to which the claim relates.

A claim for interim relief pending proceedings at the Workplace Relations Commission or the courts must be made to the Circuit Court within 21 days of the last date of penalisation or date of dismissal.

It is a criminal offence to penalise or threaten penalisation or permit any other person to penalise or threaten penalisation against any of the following:

- The Reporting Person
- A facilitator (a person who assists the Reporting Person in the reporting process);
- A person connected to the Reporting Person, such as a colleague or a relative; or
- An entity the Reporting Person owns, works for, or is otherwise connected with in a work-related context.

PROTECTION FROM LEGAL LIABILITY

Civil legal action, with the exception of defamation, cannot be taken against a worker who makes a protected disclosure. Workers can be sued for defamation but are entitled to the defence of "qualified privilege". This means that it should be very difficult for a defamation case against a worker to succeed if the worker can show they have made a protected disclosure. There is no other basis under which a worker can be sued if they have made a protected disclosure.

If a worker is prosecuted for disclosing information that is prohibited or restricted, it is a defence for the worker to show they reasonably believed they were making a protected disclosure at the time they disclosed the information.

It is not permitted to have clauses in agreements that prohibit or restrict the making of a protected disclosure, exclude or limit any provision of the Act, preclude a person from bringing proceedings under or by virtue of the Act or preclude a person from bringing proceedings for breach of contract in respect of anything done in consequence of making a protected disclosure.

Please refer to section 12 of this policy on how to obtain further information and independent, confidential advice in relation to these statutory rights.

7. CONFIDENTIALITY AND PROTECTION OF IDENTITY

The School is committed to protecting the confidentiality of the identity of both workers who raise a concern under these procedures and any third party mentioned in a report and to treating the information disclosed in confidence.

Subject to the exceptions below, the identity of the Reporting Person or any information from which their identity may be directly or indirectly deduced will not be shared with anyone other than persons authorised to receive, handle or follow-up on reports made under this policy without the explicit consent of the Reporting Person.

The Protected Disclosures Act provides for certain exceptions where a Reporting Person's identity or information that could identify the Reporting Person can be disclosed without the Reporting Person's consent. There are:

- (a) Where the disclosure is a necessary and proportionate obligation imposed by EU or national law in the context of investigations or judicial proceedings, including safeguarding the rights of defence of persons connected with the alleged wrongdoing;
- (b) Where the person to whom the report was made or shared shows they took all reasonable steps to avoid disclosing the identity of the Reporting Person or any information that could identify the Reporting Person;
- (c) Where the person to whom the report was made or shared reasonably believes disclosing the identity of the Reporting Person or information that could identify the Reporting Person is necessary for the prevention of serious risk to the security of the State, public health, public safety or the environment; and
- (d) Where the disclosure is otherwise required by law.

Where a Reporting Person's identity or information that could identify a Reporting Person is to be disclosed under exceptions (a) to (d), above, the Reporting Person will be notified in writing in advance, unless such notification would jeopardise:

- The effective investigation of the relevant wrongdoing reported;
- The prevention of serious risk to the security of the State, public health, public safety or the environment; or
- The prevention of crime or the prosecution of a criminal offence.

A Reporting Person may request a review of a decision to disclose their identity under the System of Review set out in section 11 of this policy.

Circumstances may arise where protection of identity is difficult or impossible – e.g. if the nature of the information disclosed means the Reporting Person is easily identifiable. If this occurs, the risks and potential actions that could be taken to mitigate against them will be outlined and discussed with the Reporting Person.

Other employees must not attempt to identify Reporting Persons. Attempts to do so may result in disciplinary action.

A Reported Person can make a complaint to the Principal, or the Chairperson where the complaint concerns the Principal, if they believe that their identity has been disclosed.

Records will be kept of all reports, including anonymous reports, in accordance with applicable policies concerning record keeping, data protection and freedom of information. Please refer to **Appendix B** of this policy for further information.

8. SYSTEM OF REVIEW

A review may be sought:

- By the Reporting Person into a decision, following assessment, to close the procedure or refer the matter to another process.
- By any affected party in respect of the conduct or outcome of any follow-up actions (including any investigation) taken on foot of the receipt of a report;
- By any affected party in respect of the conduct or outcome of any investigation into a complaint of penalisation; and
- Except in exceptional cases, by any party affected by any decision to disclose the identity of the Reporting Person to persons other than those authorised under these procedures to handle reports.

Any review will be undertaken by a person nominated by the Board of Management who has not been involved in the initial assessment, investigation and decision. Only one review about the same issue will be undertaken and no further reviews will be facilitated.

9. SUPPORTS AND INFORMATION

The School aims to encourage openness and will support a Reporting Person who raises a genuine concern under this policy, even if they turn out to be mistaken.

Transparency International Ireland run the [Speak Up Helpline](#) which offers information, referral advice and/or advocacy support to people looking to report wrongdoing, or to witnesses and victims of corruption or other wrongdoing:

- admin@transparency.ie
- Speak Up Helpline – 1800 844 866

For workers who are members of a trade union, many unions offer free legal advice services on employment-related matters, including protected disclosures.

The Employee Assistance Service is also available to anyone who requires it:

Spectrum Life:

- Phonenumber – 1800 411 057
- SMS / WhatsApp – Text “hi” to 087 369 0010
- Email eap@spectrum.life

Further information regarding the Act is available from Citizens Information at: <https://www.citizensinformation.ie/en/employment/enforcement-and-redress/protection-for-whistleblowers/>.

Information in relation to making a complaint of penalisation to the Workplace Relations Commission can be found at: <https://www.workplacerelements.ie/en/>.

REVIEW OF THIS POLICY

This policy will be reviewed periodically by the Board of Management at least on an annual basis.

ANNUAL REPORT

The School will prepare and publish an annual report in accordance with Section 22 of the Act. The Annual Report shall maintain the anonymity of all those involved.

KEY CONTACTS UNDER THE POLICY

Designation	Contact	Email
Designated Person	Principal	protecteddisclosure@holyfamily.ie
Designated Person (Where the disclosure concerns the Principal)	Chairperson	chairperson@holyfamily.ie

APPENDIX A – WHAT TO INCLUDE IN A DISCLOSURE

Reports should contain at least the following information:

- a. that the report is a protected disclosure and is being made under the procedures set out in this Policy;
- b. the Reporting Person's name, position in the organisation, place of work and confidential contact details;
- c. the date of the alleged wrongdoing (if known) or the date the alleged wrongdoing commenced or was identified;
- d. whether or not the alleged wrongdoing is still ongoing;
- e. whether the alleged wrongdoing has already been disclosed and if so, to whom, when, and what action was taken;
- f. information in respect of the alleged wrongdoing (what is occurring / has occurred and how) and any supporting information;
- g. the name of any person(s) allegedly involved in the alleged wrongdoing (if any name is known and the worker considers that naming an individual is necessary to report the wrongdoing disclosed); and
- h. any other relevant information.

APPENDIX B – RECORD KEEPING, DATA PROTECTION AND FREEDOM OF INFORMATION

B.1 RECORD KEEPING

A record of all reports, including all anonymous reports, will be kept together with any subsequent correspondence and records of any follow-up meetings. Records will be kept securely in accordance with the School's Data Protection Policy.

B.2 DATA PROTECTION.

All personal data will be processed in accordance with applicable data protection law, including the General Data Protection Regulation (GDPR).

It is important to note that section 16B of the Protected Disclosures Act imposes certain restrictions on data subject rights, as allowed under Article 23 of the GDPR.

Where the exercise of a right under GDPR would require the disclosure of information that might identify the Reporting Person or persons concerned, or prejudice the effective follow up of a report, exercise of that right may be restricted.

Rights may also be restricted to the extent, and as long as, necessary to prevent and address attempts to hinder reporting or to impede, frustrate or slow down follow-up, in particular investigations, or attempts to find out the identity of Reporting Persons or persons concerned.

If a right under GDPR is restricted, the data subject will be given the reasons for the restriction, unless the giving of such reasons would identify the Reporting Person or persons concerned, or prejudice the effective follow up of a report, or prejudice the achievement of any important objectives of general public interest as set out in the Act.

A person whose data subject rights are restricted can make a complaint to the Data Protection Commissioner or seek a judicial remedy in respect of the restriction.



HOLY FAMILY SECONDARY SCHOOL

Privacy & GDPR Notice to students (and their parents/guardians)

By enrolling in and attending Holy Family Secondary School you acknowledge that your personal data (including special category personal data) shall be processed by Holy Family Secondary School. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights.

If you need more information, please see our Data Protection Policy available at www.holyfamily.ie

1. Who we are:

We are Holy Family Secondary School.

Our address and contact details are Newbridge, Co. Kildare
Tel (045) 431957
Fax (045) 435213
reception@holyfamily.ie

We provide secondary level education for girls. For further information please see our Data Protection Policy available at www.holyfamily.ie

2. The information we collect about you

When you are a student with Holy Family Secondary School, we collect and use your personal data.

The personal data we collect can include information about your identity and contact details; images/photo (including CCTV); family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re fees, grants, scholarships etc); and other personal data. Further details of the data we collect about you can be found in our Data Protection Policy.

If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc.

3. How we use your information and the legal basis

We use your personal data for purposes including:

- your application for enrolment;
- to provide you with appropriate education and support;
- to monitor your academic progress;
- to care for your health and well-being;
- to care for our staff and students;
- to process grant applications, fees and scholarships;
- to coordinate, evaluate, fund and organise educational programmes;
- to comply with our legal obligations as an education body;
- to comply with our monitoring and reporting obligations to Government bodies,
- to process appeals, resolve disputes, and defend litigation etc.

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please see our Data Protection Policy.

4. Who we share your information with

We share your personal data with third parties, including other Government bodies.

This includes the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other

service providers (including IT providers, security providers, legal advisors etc), We are legally required to provide certain records relating to the progress of a student (under 18 years) in her education to the student's parents/guardians, including results of examinations. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy available at www.holyfamily.ie

5. **We do not transfer your personal data to a third country or international organisation.**

6. **We do not engage in automated decision making/profiling.**

7. **How long we hold your data**

Some personal data is only kept for a short period (e.g. We will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with Holy Family Secondary School. For further information on the retention periods, please see our Data Protection Policy.

8. **You have the following statutory rights that can be exercised at any time:**

- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information on the retention periods, please see our Data Protection Policy.

9. Contact

If you would like to discuss anything in this privacy notice, please contact Mrs S. Allen (Principal)

B.3 FREEDOM OF INFORMATION

The Freedom of Information Act 2014 does not apply to any records relating to disclosures made in accordance with the Protected Disclosures Act, irrespective of when it was made.

APPENDIX C – OTHER DISCLOSURE CHANNELS

C.1 OVERVIEW

The aim of this policy is to provide a means by which workers can safely and securely raise concerns about relevant wrongdoing and to give certainty that all such concerns will be dealt with appropriately. The School is confident that issues can be dealt with internally and strongly encourages workers to report such concerns internally in accordance with this policy.

There may, however, be circumstances where a worker may not wish to raise their concern internally or if they have grounds to believe that an internal report they have made has not been followed-up properly.

The Protected Disclosures Act sets out a number of alternative external channels for workers to raise concerns. Information regarding these channels is set out below.

Workers should note that different and potentially more onerous conditions may apply when using these channels. Workers are advised to seek professional advice before reporting externally. Information on where to seek independent, confidential advice in this regard can be found at section 13 of this policy.

The information set out in this Appendix gives a general overview of the other disclosure channels available under the Act. It does not purport to be legal advice or a legal interpretation of the Protected Disclosures Act. It is entirely a matter for each worker to satisfy themselves that they are reporting in accordance with the Act.

C.2 REPORTING TO A PRESCRIBED PERSON

The conditions applying to reporting to a prescribed person are set out in section 7 of the Protected Disclosures Act.

Prescribed persons are designated by the Minister for Public Expenditure, NDP Delivery and Reform to receive reports of wrongdoing in respect of matters they regulate or supervise.

If a worker wishes to make a report to a prescribed person, in addition to having a reasonable belief that the information they report tends to show a relevant wrongdoing, they must also reasonably believe the information they report is substantially true and that the relevant wrongdoing they wish to report falls within the description of matters for which the person is prescribed.

Prescribed persons are required to have formal channels to receive reports to them under the Act and to acknowledge, follow-up and give feedback on all reports received.

If a worker decides to report to a prescribed person, they must make sure that they choose the right person or body for their issue. For example, if they are reporting a breach of data protection law, they should contact the Data Protection Commission. A full list of prescribed persons and a description of the matter for which they have been prescribed can be found at: www.gov.ie/prescribed-persons/.

C.3 REPORTING TO THE PROTECTED DISCLOSURES COMMISSIONER

The conditions applying to reporting to the Protected Disclosures Commissioner are set out in section 7 of the Protected Disclosures Act.

The Protected Disclosures Commissioner is an alternative means by which a worker can make a report under section 7 of the Act. In particular, the Commissioner can assist where the worker is uncertain as to which prescribed person to report to. The Commissioner will transmit the report to the correct prescribed person or to another person the Commissioner considers suitable to follow-up on the report. In exceptional circumstances (e.g. if no prescribed person or suitable person can be found) the Commissioner will follow-up directly on a report.

If a worker wishes to make a report to the Commissioner, in addition to having a reasonable belief that the information they report tends to show a relevant wrongdoing, they must also reasonably believe the information they report and any allegation contained in it is substantially true.

The Commissioner has established formal channels for workers to make reports under the Act. Information on how to report to the Commissioner is available at: <https://www.opdc.ie/>.

C.4 REPORTING TO INSTITUTIONS OF THE EU

The conditions applying to reporting to institutions of the EU is set out in section 7B of the Act.

If the relevant wrongdoing a worker wishes to report concerns a breach of European Union (EU) law, as set out in EU Directive 2019/1937 on the protection of persons who report breaches of Union law, they can report to a relevant institution, body, office or agency of the EU, provided:

- the worker believes the information they wish to report is true at the time of reporting; and
- the information falls within the scope of EU Directive 2019/1937.

A number of these EU institutions have formal channels for receiving reports from workers. A worker wishing to make such a report should contact the institution concerned for information in this regard.

C.5 REPORTING TO THE MINISTER FOR EDUCATION (“THE MINISTER”)

The conditions applying to reporting to a Minister are set out in section 8 of the Protected Disclosures Act.

A worker who is or was employed by a public body can make a report to the Minister or Minister of State responsible for the public body concerned, provided they reasonably believe that the information disclosed, and any allegations contained in the information disclosed, are true, and one or more of the following conditions is met:

- the worker has previously made a report of substantially the same information to their employer or other responsible person; or to a prescribed person; or the Protected Disclosures Commissioner; or to a relevant Minister but no feedback has been provided to the worker in response to the report within the specified feedback period, or, where feedback has been provided, the worker reasonably believes that there has been no follow-up or that there has been inadequate follow-up;
- the worker reasonably believes the head of the public body concerned is complicit in the relevant wrongdoing concerned;
- the worker reasonably believes that the relevant wrongdoing concerned may constitute an imminent or manifest danger to the public interest, such as where there is an emergency situation or a risk of irreversible damage.

Reports can be made by email to: protected_disclosures@education.gov.ie

If a report is made to the Minister, it will within 10 days of receipt, be transmitted, without consideration, *directly to the Protected Disclosures Commissioner.*

C.6 REPORTING TO A LEGAL ADVISER

The conditions for reporting to a legal adviser are set out in section 9 of the Act.

A worker can disclose information concerning a relevant wrongdoing to a barrister, a solicitor or a trade union official (or an official of an excepted body under section 6 of the Trade Union Act 1941) in the course of obtaining legal advice, including advice in relation to the operation of the Protected Disclosures Act.

C.7 REPORTING TO OTHER THIRD PARTIES

There are specific – and more onerous – conditions that must be met for a worker to be protected if they make a disclosure to any person other than their employer or other responsible person, a prescribed person, the Protected Disclosures Commissioner or a relevant Minister. These are set out in section 10 of the Protected Disclosures Act.

The worker must reasonably believe that the information disclosed in the report, and any allegation contained in it, is substantially true, and that at least one of the following conditions is met:

- the worker previously made a disclosure of substantially the same information to their employer or other responsible person; to a prescribed person; to the Protected Disclosures Commissioner, or to a relevant Minister, but no appropriate action was taken in response to the report within the specified feedback period; or
- the worker reasonably believes that the relevant wrongdoing concerned may constitute an imminent or manifest danger to the public interest, such as where there is an emergency situation or a risk of irreversible damage, or
- the worker reasonably believes that if he or she were to make a report to a prescribed person, the Protected Disclosures Commissioner or a relevant Minister that there is a risk of penalisation, or
- the worker reasonably believes that if he or she were to make a report to a prescribed person, the Protected Disclosures Commissioner or a relevant Minister that there is a low prospect of the relevant wrongdoing being effectively addressed, due to the particular circumstances of the case, such as those where evidence may be concealed or destroyed or where a prescribed person may be in collusion with the perpetrator of the wrongdoing or involved in the wrongdoing.

C.8 REPORTING OF MATTERS RELATED TO LAW ENFORCEMENT AND THE ADMINISTRATION OF JUSTICE

Section 17 of the Protected Disclosures Act sets out certain special conditions that apply to the reporting of matters relating to law enforcement and the administration of justice. A full definition of what constitutes such matters is set out in section 17(1) of the Act.

In general, reports concerning law enforcement and the administration of justice can only be made:

- To the workers employer in accordance with this policy; or
- To a prescribed person, if a person has been prescribed in respect of the matter the worker wishes to report; or
- To the Comptroller and Auditor General, if the report contains taxpayer information.

A worker can also disclose information concerning a relevant wrongdoing in this area to a legal adviser or a trade union official (or an official of an excepted body under section 6 of the Trade Union Act 1941) in the context of seeking legal advice regarding their disclosure.

A report on matters concerning law enforcement and the administration of justice can in certain circumstances be made to a member of Dáil Éireann or Seanad Éireann. Section 17 sets out the specific conditions that apply in this case. Workers should familiarize themselves with these conditions and seek legal advice if required.

No other form of disclosure of these matters is permitted under the Protected Disclosures Act.

C.9 REPORTING OF MATTERS RELATED TO SECURITY, DEFENCE, INTERNATIONAL RELATIONS AND INTELLIGENCE

Section 18 of the Protected Disclosures Act sets out certain special conditions that apply to the reporting of matters relating to security, defence, international relations and intelligence. A full definition of what

constitutes such matters is set out in sections 18(1) and 18(2) of the Act. Reports concerning matters relating to these areas can only be made:

- To the worker's employer, in accordance with this policy;
- To a relevant Minister in accordance with section 8 of the Protected Disclosures Act;
- *To the Disclosures Recipient in accordance with section 10 of the Protected Disclosures Act.*

A worker can also disclose information concerning a relevant wrongdoing in these areas to a legal adviser or a trade union official (or an official of an excepted body under section 6 of the Trade Union Act 1941) in the context of seeking legal advice regarding their disclosure.

Reports can be made by email to: protected.disclosure@confidentialrecipient.gov.ie

No other form of disclosure of these matters is permitted under the Protected Disclosures Act.



