

Whistle-blower Policy

Purpose and Scope

SC Australia is committed to creating and maintaining an open and accountable working environment. SC Australia expects all Board members, staff, volunteers and partners to report concerns to a line/senior manager or Executive. SC Australia also encourages other stakeholders including children, young people and families with whom it has contact to also report concerns in good faith.

Where a person feels unable to raise a concern through standard feedback channels because of reasonable grounds to fear reprisal, they may use the protected disclosure mechanisms provided by this policy.

Policy Statements

1. Whistle-blowers considering making a report **must** have reasonable grounds for believing the allegation has occurred or is about to occur.
2. Whistle-blowers **must** indicate they are making a protected disclosure of a serious matter (refer appendix for examples).
3. Whistle-blowers **must** ensure as far as possible that allegations are factually accurate, complete, from first-hand knowledge and are presented in an un-biased fashion.
4. All allegations **must** be treated seriously and be subject to a thorough investigation.
5. A Whistle-blower or any other person who has participated in good faith in an investigation **must** not be subject to a reprisal.
6. Online reports are preferable (refer appendix), however if a verbal report is made, it **must** be documented in the form of a witness statement and signed by the Whistle-blower.

The **confidentiality** of the person making a report will be respected however there may be instances where it is necessary to reveal their identity to a limited group, such as; to enable a fair and thorough investigation, lessen a serious threat to a person's safety and/or is required by law. While anonymous reports may be made, it may be more difficult to investigate if the information provided is unclear or insufficient.

Any allegation that a person has engaged in a reprisal contrary to the requirements of these guidelines will be investigated and the matter treated seriously. If proven to have occurred, it will expose the wrongdoer to the risk of a disciplinary response including termination of engagement.

If a Whistle-blower is found not to have acted in good faith or to have made a false allegation (including if made maliciously, vexatiously or without reasonable cause), the Whistle-blower may be exposed to a disciplinary response including termination of engagement.

Related Policies

Code of Conduct, Complaints, Grievance.

Previous Version	Current Version	Comments	Author	Approved by Executive	Approved by BPRC	Review Date
7.0	8.0	Review and simplify	Head of Risk Support	Aug 2017	Sep 2017	Q3 2019

Appendix – Examples of Serious Breaches.

Serious breaches of the Code of Conduct may include (but is not limited to) conduct that:

- breaches the Child Protection Policy.
- is dishonest, fraudulent, corrupt, illegal or unethical.
- involves mismanagement or waste of SC Australia funds or resources.
- could cause financial or non-financial loss to SC Australia.
- is materially detrimental to the interests, reputation and good standing of SC Australia.
- is an abuse of authority, position or information.
- poses a serious risk of harm to an SC Australia employee, beneficiary, volunteer, partner supplier including to their health, safety or environment.

Appendix – Online Protected Disclosures.

To provide effective protection over disclosures, including allowing continuous discussion with anonymous reporters SC Australia has chosen to use an external, secure, online service from Whispli.

This is the preferred and easiest mechanism for making a protected disclosure and can be used by anyone with internet access and a browser by going to:

<https://app.whispli.com/save-the-children-au>

The online reporting form can also be reached using the following Quick Response (QR) code:



The platform establishes secure, anonymous if required, two-way communication between the Whistle-blower and SC Australia's Legal Counsel and Head of Risk Support who have been nominated to ensure the obligations within the Protected Disclosure Policy and guidelines are adhered to. Verbal reports can be made to these individuals via the Supporter Care number on the website. The Director of People and Culture, the CEO and/or the Board Chair may also be notified. To ensure appropriate independence and confidentiality, members of this limited group will nominate an appropriate individual / team to undertake the investigation.