



Protected Disclosures Policy

Introductory Statement

The Board of Management St. Peters School is committed to operating the school with honesty and integrity and to encouraging openness and accountability in the workplace. The Protected Disclosures Act 2014 came into effect on the 16th of July 2014. Schools are required to put a Protected Disclosure policy in place which meets the requirements of the Act. The Board of Management of St Peters School takes the issue of wrongdoing seriously and as a result has drafted this policy. The Principal and the Chairperson are responsible for dealing with protected disclosures, except where the Principal is implicated in the protected disclosure (in which case the Chairperson of the Board or the Board if appropriate) will deal with it.

All staff, trustees, Board members, volunteers, and contractors must behave with these standards at all times. This policy is intended to fulfil the school's obligations under the Protected Disclosures Act 2014 and the Protected Disclosures (Amendment) Act 2022, which provide protections for persons who raise concerns about wrongdoing in a work-related context. The school is also guided by its Catholic ethos, which emphasises justice, dignity of the individual, and moral responsibility. The policy is consistent with those values.

Protected Disclosures

A protected disclosure means disclosure of relevant information, which in the reasonable belief of the worker, tends to show one or more relevant wrongdoings and which came to the attention of the worker in connection with their employment. In making a disclosure a worker must reasonably believe the information disclosed to be substantially true. No worker will be penalised simply by getting it wrong so long as the worker had a reasonable belief that the information disclosed shows, or tends to show, wrongdoing.

Disclosures which are protected may include information about:

- a) the committing of an offence;

- b) failure to comply with a legal obligation; (other than one arising under the Staff’s member’s contract of employment or engagement
- c) miscarriages of justice;
- d) danger to health and safety of an individual;
- e) damage to the environment;
- f) unlawful or improper use of funds and/or resources of a public body, or of other public money;
- g) an act or omission of a public body is oppressive, discriminatory, grossly negligent or constitutes gross mismanagement;
- h) a breach of any area of EU law provided for under the Protected Disclosures (Amendment) Act 2022;
- i) the deliberate concealment of any of the above matters.

This Policy should not be used for complaints relating to your own personal circumstances, or arising out of your contract with the Board, such as the way you have been treated at work. In such cases you should use the appropriate grievance procedure.

Personnel responsible for the policy

The Principal and the Chairperson are the “designated person” under this policy for the Purposes of the Protected Disclosures (Amendment) Act 2022. All Staff are responsible for the success of this policy and should ensure that they use it to disclose any suspected danger or wrongdoing.

This policy applies to:

- All employees of the school, whether full-time, part-time, temporary, or permanent.
- Contractors, consultants, agency staff, and volunteers engaged by the school.
- Trainees, those on work experience, applicants, or persons in pre-contractual negotiations, where relevant.

Raising a concern

The vast majority of disclosures should be made, orally or in writing, to the school Principal or to the Chairperson of the Board of Management (BOM). If you as a member of staff have a genuine or reasonable concern that there is wrongdoing in the school, you should report it to the Principal. If this is not appropriate or possible you should then report it to the Chairperson of the BOM. Where this is inappropriate or impossible, the Prescribed Person is the Secretary General of the Department of Education and Youth (DEY).

Protection and support for staff making disclosures

The school will take reasonable steps to protect the identity of the discloser, unless and to the extent that disclosure is unavoidable in order to properly investigate the matter. It is understandable that staff members who make protected disclosures are sometimes worried about possible repercussions. The Board aims to encourage openness and will support a staff member if they raise genuinely held concerns under this policy, even if those concerns turn out not to be well founded. Staff members who make protected disclosures under this policy will not suffer any penalisation or detrimental treatment as a result of raising a concern.

Summary

St. Peters School is committed to promoting a culture of openness, integrity, and accountability in line with the Protected Disclosures Act 2014 and the Protected Disclosures (Amendment) Act 2022. This policy provides a framework for staff and others to report concerns about serious wrongdoing in the workplace, in a safe and protected manner. The Principal and Chairperson of the Board of Management are the designated persons responsible for handling disclosures, ensuring they are treated seriously, confidentially, and without risk of penalisation to the individual making the report. This policy will be made available to all members of the school community.

This policy has been drawn up by the principal in collaboration with the staff of St. Peter's and in consultation with the Board of Management. It will be made available to all members of the school community.

This policy will be reviewed annually and amended if necessary.

Rosemary Fahy

Principal St. Peter's School

Eoin Ó Donnagáin

Chairperson to the Board of Management

Signed:



Date: 26th November 2025

Signed:



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