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# 6600-Truth Telling Policy

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<b>Version</b>	2.0
<b>Policy number</b>	6600
<b>Relevant to</b>	All staff, volunteers, parents and students
<b>Authority</b>	This Policy has been approved by Management
<b>Responsible officer</b>	HOPE International School Director
<b>Responsible office</b>	Director, Human Resources
<b>Date introduced</b>	September 2016
<b>Date(s) modified</b>	September 21, 2016, May 2019
<b>Next scheduled review date</b>	April 2021
<b>Related documents</b>	Truth Telling Form
<b>Related policies</b>	<a href="#">2240-Grievance and Appeal Policy</a> <a href="#">6220- Child Safety Policy</a> <a href="#">3240- Anti-Bullying Policy</a> <a href="#">2190- Social Media Code of Conduct</a>

## Policy Statement

Encourage truthfulness in line with biblical knowledge about telling the truth.

Therefore this policy gives confidence to staff, volunteers, parents and students about raising concerns in regards to conduct or practices which are potentially illegal, corrupt, improper, unsafe or unethical and are inconsistent with school standards and policies so that he/she is encouraged to act on those concerns.

## **PURPOSE**

To address and provide a way for the handling of Truth Telling also known as Whistleblower. The administration and staff are expected to respond courteously to truth telling, but it will be at the administration's discretion as to whether any concerns are acted upon.

Provide protection for Truth Teller from retaliation and to safeguard such person's confidentiality.

## **SCOPE**

This policy applies to **all** school staff, volunteers, parents and students

## **DEFINITIONS**

**Truth Telling:** disclosure or exposing wrongdoing associated with the school, whether unethical, immoral, violations of policy which relates to some danger, fraud or other illegal or dishonest behaviour.

**Administration:** Director, Principals and managers at the school.

## **PROTECTION for the truth teller**

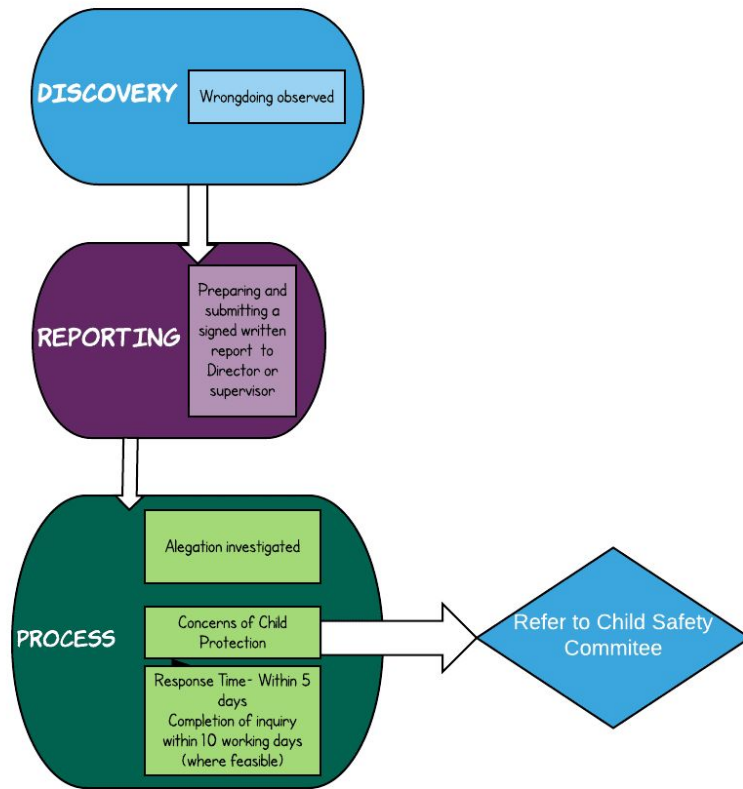
- A truth teller who believes he/she has knowledge of wrongdoing associated with HOPE may speak to those in authority and/or supervisor, without going first to the wrongdoer, if he/she/they is quite sure that confirmation will be hindered by alerting the wrongdoer first.
- A truth teller who has acted in good faith and has demonstrated a lack of malice in reporting what could turn out to be unfounded, will not face consequences for calling attention to what he/she/they believes is wrongdoing associated with the school

## **CONFIDENTIALITY**

Issues or suspected concerns may be submitted on a confidential basis by the complainant. Report of issues or suspected concerns will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. This will be with the understanding that confidentiality may not be maintained where identification is required in order to enable HOPE or Law enforcement to conduct the adequate investigation for example when there is a risk of life or safety and the individual will be made aware prior to disclosure.

## **This POLICY COVERS TRUTH TELLING RELATING TO ALLEGED:**

- Unlawful conduct
- Miscarriages of justice
- Potential maladministration, misconduct or malpractice
- Health and safety issues including risks to the public as well as risks to students, staff, volunteers and parents
- Action that has caused or likely to cause danger to the environment
- Abuse of authority
- Unauthorized or inappropriate use of school funds
- Fraud or corruption
- Mistreatment of any person
- Action that has caused or is likely to cause physical danger to any person or risk serious damage to school property
- Sexual, physical or emotional abuse of staff, students, volunteers or parents (see also Child Protection Policy)
- Unfair discrimination or favoritism
- Racist incidents or acts, or racial harassment
- Bullying
- Any attempt to prevent disclosure of any of the issues listed



## DISCOVERY

- HOPE International School has an open door policy and suggests that all employees, volunteers, student and parents share their questions, concerns, suggestions or issues with administration.
- All HOPE staff, volunteers, students and parents are asked to report suspected wrongdoing by HOPE staff volunteers, students and parents, whether unethical, immoral, or violations of policy, to the Director and/or supervisor.

## REPORTING

- A person is asked to make a report whenever he/she has knowledge or reasonable suspicion of or observes a HOPE staff, volunteer, parent or student member acting unethically, immorally, or in violation of policy by making a verbal report as soon as is practically possible, ideally within 24 hours.
- Preparing and submitting a signed written report thereof, ideally within 36 hours of receiving the information concerning the incident.

## PROCESS

- “Reasonable suspicion” means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect unethical, immoral, or policy-violation action.

- The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any retaliation for making a reasonable report.
- All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.
- Timescale for response, within 5 working days, unless anonymous allegations, acknowledging that the concern has been received, giving an estimate of how long might take to provide a final response, advising whether any inquiries will take place and informing of support available while matters are looked into and maintaining confidentiality wherever possible, but also explaining that it may not be possible to remain anonymous.
- The Inquiry process
  - the Manager or Director will investigate allegation by seeking evidence and interviewing witnesses as necessary.
  - Maintain confidentiality wherever possible
  - If appropriate for concerns of child protection, refer the matter to the Child Safety Committee and Coordinator. The Truth Telling process will be halted until the appropriate committee has completed their investigation and confirmed that it is appropriate to continue with the Truth Telling process.
  - The target is to complete the inquiry within 10 working days from the date of the initial written Truth Telling form, although the inquiry may extend beyond this timescale. The Truth Teller may be notified on the outcome of his/her disclosure.
  - Note: If the concern is with the Principal the report must go to the Director. If the concern is with the Director, the Board Chair should be contacted.

### Table of amendments

Version number	Date	Short description of amendment
1	9/2016	Created
2	5/2019	Update policy with current related policies, process and language
2	11/2019	New Logo
2	9/2020	new links for related policies



## Truth Telling Form

Please fill out this form as completely as possible. Use additional paper if necessary.

<b>Name of person submitting (Please Print):</b> <b>Title: Parent / Student / Employee / Volunteer</b>	<b>Cell Phone:</b>
Date, time and place of event leading to the issue:	Date you became aware of the event, <i>(if different)</i> :
Detailed description of issue including names of other persons involved, if any:	
Proposed solution to issue:	
<b>DESIGNATED MANAGER TO FOLLOW UP AND COMPLETE</b> <i>(must identify all pertinent policies to this form) :</i>	

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Designated Manager**

\_\_\_\_\_  
**Date**