

Appendix 4(a)

Protected Disclosures Notification Form

PROTECTED DISCLOSURES NOTIFICATION FORM FOR INTERNAL INVESTIGATION

In advance of completing this form, you should read the attached Policy on protected disclosure reporting in ----- School carefully and ensure that the subject matter of your concern is covered by the Policy.

Please note that protected disclosures must relate to a matter that you have reasonable grounds to be concerned about and is not a matter which relates to your own terms and conditions of employment. If you have a concern about your own terms and conditions of employment you should refer to the Grievance Procedure or the Dignity at Work Procedures or other applicable procedures.

1. I, ----- (name of worker making the disclosure) wish to make a disclosure under the Protected Disclosures Act 2014.

2. Position in the school:-----

3. Place of work (if not the school):-----

4. Category of Relevant Wrongdoing: (tick the category)

Criminal offence

Failure to comply with a legal obligation

Miscarriage of justice

Endangering of an individual's health or safety

Damage to the environment

Unlawful or otherwise improper use of public funds

An act or omission is oppressive, discriminatory or grossly negligent or constitutes gross mismanagement

Concealment or destruction of evidence relating to the above

5. Date of the alleged Relevant Wrongdoing (if known) or the date the alleged Relevant Wrongdoing commenced:

6. Is alleged Relevant Wrongdoing still ongoing?:

7. Has this alleged Relevant Wrongdoing already been disclosed, if so, to whom, when and what action was taken:

8. Details of the disclosure (*care should be taken to only include the name(s) of individual(s) directly relevant to the report*):

9. Any other relevant information:

10. Please provide your contact details at which the Recipient of this disclosure can contact you:

Address: -----

Telephone no: -----

Secure Email address: -----

Signature of the discloser:-----

Date: -----