



Polasaí Nochtadh Cosanta
Protected Disclosure Policy

Scoil na bhForbacha
17668G

1. Maidir leis an bpolasaí seo

Tá Bord Bainistíochta Scoil na bhForbacha tiomanta d'oibriú na Scoile le hionracas agus le sláine agus chun oscailteacht agus cuntasacht san ionad oibre a spreagadh.

Is iad aidhmeanna an pholasaí seo:

- Foireann a spreagadh chun éagóir ábhartha a thuairisciú chomh luath agus is féidir, agus a bheith ar an eolas go nglacfar imní dáiríre agus go ndéanfar iniúchadh orthu de réir mar is cuí;
- Treoir a sholáthar maidir le conas na hábhair imní sin a ardú;
- Foireann a athdhearbhú gur féidir ábhair imní fhíoracha a ardú gan eagla roimh íonsaí.

Baineann an polasaí seo le gach ball foirne reatha agus iarfhoireann de chuid an Bhoird, oifigigh, comhairleoirí, conraitheoirí, intéirneach, daoine ar shocrúchán oiliúna, oibrithe ócáideacha, oibrithe gníomhaireachta, comhaltaí an Bhoird, iarrthóirí poist agus oibrithe deonacha ("Foireann").

Ní cuid de chonradh fostaíochta aon bhall foirne é an polasaí seo agus féadfar é a leasú tráth ar bith.

Tá an Príomhoide agus an Cathaoirleach freagrach as déileáil le nochtadh cosanta, ach amháin sa chás go bhfuil an Príomhoide i gceist, agus sa chás sin déileálfaidh Cathaoirleach an Bhoird (nó an Bord más cuí) leis.

2. Pearsanra atá freagrach as an bpolasaí

- Tá freagracht fhoriomlán ar an mBord Bainistíochta as an bpolasaí seo agus as athbhreithniú a dhéanamh ar a éifeachtacht.
- Ainmnítear an Príomhoide agus/nó an Cathaoirleach mar an tOifigeach Nochtadh Cosanta (ONC) agus ní mór dóibh a chinntiú go bhfuil oiliúint chuí ann do gach ball foirne a dhéileálann le nochtadh.
- Tá gach ball foirne freagrach as rath an pholasaí seo agus ba cheart dóibh é a úsáid chun éagóir amhrasta a nochtadh.

3. Cad is nochtadh cosanta ann?

Is éard is nochtadh cosanta faoin bpolasaí seo ná nochtadh faisnéise a chreideann ball foirne go réasúnach a léiríonn éagóir ábhartha nó contúirt ag an Scoil. Áirítear leis seo ach níl sé teoranta do:

- Cion a dhéanamh
- Mainneachtain oibleagáid dlíthiúil a chomhlíonadh
- Mí-iompar ceartais
- Contúirt do shláinte agus do shábháilteacht
- Damáiste don chomhshaol
- Úsáid neamhdhleathach nó mhícheart cistí/acmhainní poiblí

- Gníomhartha leatromach, idirdhealaitheach, ollmhífhreagrach nó mí-bhainistíocht ag comhlacht poiblí
- Sárú ar dhlí an AE faoin Acht um Nochtadh Cosanta (Leasú) 2022
- Ceilteadh d'aon turas ar aon cheann de na nithe thuasluaite

Níor cheart an polasaí seo a úsáid le haghaidh gearán pearsanta a bhaineann le fostaíocht (bain úsáid as an nós Imeachta Casaoide ina ionad sin).

4. Ábhar imní a ardú

Ba cheart ábhair imní a ardú leis an bPríomhoide nó leis an gCathaoirleach de ghnáth, ó bhéal nó i scríbhinn. Mura bhfuil sé seo oiriúnach, féadfaidh foireann dul díreach chuig an gCathaoirleach.

- Eiseofar admháil i scríbhinn laistigh de 7 lá ó fháil.
- Féadfar nochtadh a dhéanamh ó bhéal, lena n-áirítear trí ghuthán nó teachtaireacht ghutháin.
- Socrófar cruinniú chun an ábhar imní a phlé. Féadfaidh comhghleacaí nó ionadaí ceardchumainn freastal.
- Cuirfear achoimre scríofa ar fáil don nochtóir.

5. Rúndacht agus gan ainm

Glacfaidh an Bord céimeanna réasúnta chun céannacht an nochtóra a chosaint. B'fhéidir nach ndéanfar imscrúdú éifeachtach i gcónaí ar thuiriscí gan ainm ach breithneofar iad de réir rogha an ONC.

6. Imscrúdú agus toradh

Cinnfidh measúnú tosaigh an bhféadfadh éagóir a bheith tarlaithe. Más gá, leanfaidh imscrúdú, ar féidir leis an bPríomhoide/Cathaoirleach nó le himscrúdaitheoir inmheánach nó seachtrach ceaptha é a dhéanamh.

Molfaidh tuarascáil an imscrúdaitheora gníomhartha ar féidir leo athruithe oibríochtúla, gníomh araíonachta, nó atreorú chuig údaráis sheachtracha a áireamh. D'fhéadfadh gníomh araíonachta a bheith mar thoradh ar líomhaintí bréagacha a rinneadh go mailíseach.

7. Mura bhfuil tú sásta

Má tá ball foirne míshásta leis an gcaoi ar láimhseáladh a n-ábhar imní, féadfaidh siad achomharc a dhéanamh leis an mBord Bainistíochta.

8. Nochtadh seachtrach

I bhformhór na gcásanna, ba cheart nochtadh a dhéanamh go himmheánach. Mar sin féin, is féidir ábhair imní a ardú go seachtrach le daoine forordaithe (m.sh., rialaitheoirí), an tAire Oideachais, nó Coimisinéir na Nochtadh Cosanta (Oifig an Ombudsman). Níor cheart nochtadh meáin a dhéanamh ach mar rogha dheireanach.

9. Aiseolas agus gníomh ceartaitheach

Cuirfear aiseolas ar fáil laistigh de thrí mhí ó admháil, agus ag eatrainh trí mhí ina dhiaidh sin má leanann imscrúduithe ar aghaidh.

10. Cosaint agus tacaíocht d'fhoireann a dhéanann nochtadh

Ní bheidh foireann a dhéanann nochtadh cosanta faoi réir pionóis nó cóir dhíobhálach mar thoradh ar ábhar imní a ardú. Áirítear le pionósú dífhostú, íslíú céime, aistriú, gníomh araíonachta, cóir éagórach, éigean, idirdhealú, damáiste cáilmheas, cailteanas airgeadais, agus foirmeacha eile díoltais.

D'fhéadfadh gníomh araíonachta a bheith mar thoradh ar bhagairt nó ar dhíoltas a imirt ar bhaill foirne a dhéanann nochtadh.

11. Teagmhálacha

Príomhoide: Áine Ní Thuathail () Cathaoirleach an Bhoird: Murt Ó Cualáin () An tAire Oideachais: minister@education.gov.ie, Oifig an Aire, An Roinn Oideachais, Sráid Maoilbhríde, Baile Átha Cliath 1

Síniú:



Cathaoirleach

Síniú:



Príomhoide



Scoil na bhForbacha

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Protected Disclosures Policy

1. About this policy

The Board of Management of Scoil na bhForbacha is committed to operating the School with honesty and integrity and to encouraging openness and accountability in the workplace.

The aims of this policy are to:

- Encourage staff to report relevant wrongdoing as soon as possible, in the knowledge that concerns will be taken seriously and investigated as appropriate;
- Provide guidance on how to raise those concerns;
- Reassure staff that genuine concerns may be raised without fear of reprisal.

This policy applies to all current and former employees of the Board, officers, consultants, contractors, interns, individuals on training placement, casual workers, agency workers, members of the Board, job applicants and volunteers ("Staff").

This policy does not form part of any staff member's contract of employment and may be amended at any time.

The Principal and the Chairperson are responsible for dealing with protected disclosures, except where the Principal is implicated, in which case the Chairperson of the Board (or the Board if appropriate) will deal with it.

2. Personnel responsible for the policy

- The Board of Management has overall responsibility for this policy and for reviewing its effectiveness.

- The Principal and/or Chairperson are designated as the Protected Disclosures Officer (PDO) and must ensure appropriate training for all staff dealing with disclosures.
- All staff are responsible for the success of this policy and should use it to disclose suspected wrongdoing.

3. What is a protected disclosure?

A protected disclosure under this policy involves the disclosure of information which a staff member reasonably believes demonstrates a relevant wrongdoing or danger at the School. This includes but is not limited to:

- The committing of an offence
- Failure to comply with a legal obligation
- Miscarriages of justice
- Danger to health and safety
- Damage to the environment
- Unlawful or improper use of public funds/resources
- Oppressive, discriminatory, grossly negligent acts or mismanagement by a public body
- Breach of EU law under the Protected Disclosures (Amendment) Act 2022
- Deliberate concealment of any of the above

This policy should not be used for personal employment-related complaints (use the Grievance Procedure instead).

4. Raising a concern

Concerns should normally be raised with the Principal or Chairperson, either verbally or in writing. If inappropriate, staff may go directly to the Chairperson.

- A written acknowledgement will be issued within 7 days of receipt.
- Disclosures may be made orally, including by phone or voicemail.
- A meeting will be arranged to discuss the concern. A colleague or trade union representative may attend.
- A written summary will be provided to the discloser.

5. Confidentiality and anonymity

The Board will take reasonable steps to protect the identity of the discloser. Anonymous reports may not always be investigated effectively but will be considered at the discretion of the PDO.

6. Investigation and outcome

An initial assessment will determine whether wrongdoing may have occurred. If necessary, an investigation will follow, which may be conducted by the Principal/Chairperson or by an appointed internal or external investigator.

The investigator's report will recommend actions which may include operational changes, disciplinary action, or referral to external authorities. False allegations made maliciously may result in disciplinary action.

7. If you are not satisfied

If a staff member is dissatisfied with how their concern has been handled, they may appeal to the Board of Management.

8. External disclosures

In most cases, disclosures should be made internally. However, concerns may be raised externally with prescribed persons (e.g., regulators), the Minister for Education, or the Protected Disclosures Commissioner (Office of the Ombudsman). Media disclosure should only be a last resort.

9. Feedback and corrective action

Feedback will be provided within three months of acknowledgement, and at three-month intervals thereafter if investigations remain ongoing.

10. Protection and support for staff making disclosures

Staff making protected disclosures will not suffer penalisation or detrimental treatment as a result of raising a concern. Penalisation includes dismissal, demotion, transfer, disciplinary action, unfair treatment, coercion, discrimination, reputational damage, financial loss, and other forms of retaliation.

Threatening or retaliating against staff who make disclosures may result in disciplinary action.

11. Contacts

Principal: Áine Ní Thuathail (priomhoide@scoilnabhforbacha.ie)

Chairperson of the Board: Murt Ó Cualáin (murt@udaras.ie)

Minister for Education: minister@education.gov.ie, Minister's Office, Department of Education, Marlborough Street, Dublin 1

Síniú:



Cathaoirleach

Síniú:



Príomhoide
