

What information do we need?

Ensure your disclosure is detailed.

It is our job to obtain from you the information required to assess and address the reported matter.

We have a commitment to protect any information you entrust us with and deal with it respectfully. We will ensure the information is brought to the attention of executive management in a timely manner.

We understand the decision to make a report can be difficult. We respect your honesty and the integrity of your decision to take action or to speak out.

We have included details of whistleblower / whistleblowing support groups on our Links page should you wish to seek assistance.

We will support and assist you in the reporting of information whether it is online, by email or via telephone with one of our specially trained disclosure management officers. All whistleblowing information submitted to us is secured by the 256 bit encryption used on our server. All information is instantaneously encrypted and backed up to a second server at a different secure location.

To enable us to get the required information we need you to assist us by doing the following:

- Provide a detailed description or outline of the issue you are reporting. For example, dishonest, inappropriate workplace behaviour, unsafe workplace or your suggestion for a better work practice
- Give us as many specific details as possible including matters you may deem not to be relevant. For example:
 - Names of people involved;
 - Witnesses;
 - Dates and times;
 - Places and events;
 - If theft or fraud, how much money do you think is involved? Where has the money gone? Etc
 - If property, has it been removed from the work place or is about to be?
 - Has the property been sold or is it being stored pending sale? Etc
- Identify relevant supporting evidence including any physical documentation, emails, records or evidence including where the evidence is stored and the likelihood of destruction or disposal of that evidence. This evidence may be critical in any investigation of the matter reported.

On submitting your whistleblowing information using our website you will be given a unique Identification Number.

Please secure this number and do not give it to anyone else. You will be able to use this number to login to the Whistleblower Portal to verify the receipt of your information by Your Call, receive updates from the College and access the Whistleblower Portal.

How do I consider the options regarding sharing my identity?

You have three options regarding your identity when making a disclosure with Your Call.

You can choose to:

1. remain completely anonymous
2. disclose your identity to Your Call ONLY
3. disclose your identity to both Your Call and the College

Wesley College and Your Call will entirely respect whatever choice you make.

How do I report an emergency situation?

If your matter is an emergency call 000.

Your Call provides members of the school community, who are not comfortable using internal pathways, with a confidential and independent process for reporting (anonymously if preferred) wrongdoing.

If your matter is an emergency call 000 before contacting Your Call.

If a Your Call Disclosure Officer defines your situation as an 'emergency' they have the full authority to contact 000 on your behalf.

After making a disclosure, how to I access the Whistleblower Portal & Message Board?

Once you have made a disclosure, stay in touch with Your Call and the Collge via our online portal.

You can use the Message Board to communicate, anonymously if preferred, with Your Call and/or the College.

Here you can provide further information, upload evidence, request support or report any alleged victimisation.

To access the Whistleblower Portal, simply click the 'Whistleblower Login' link on the top right hand corner of our website at www.yourcall.com.au or type www.yourcall.com.au/report directly into your web browser and click 'Whistleblower Portal Login'.

Alternatively you can call Your Call for an telephone update.