

Via **yourcall**

What information do we need?

To assist you and ensure your disclosure is clear and 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 further 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 respondent 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 behaviour or your suggestion for a better school environment
- 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;
 - Follow up reporting and action already taken
- 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 respondent 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 WesleySAFE Portal to verify the receipt of your information and receive updates from the College.

How do I consider the options regarding sharing my identity?

You have three options regarding your identity when making a disclosure with WesleySAFE - 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 WesleySAFE will entirely respect whatever choice you make.

How do I report an emergency situation?

If your matter is an emergency call 000.

WesleySAFE 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 WesleySAFE.

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

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

Once you have made a disclosure, stay in touch with WesleySAFE and the College via our online portal.

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

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

To access the WesleySAFE 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 WesleySAFE for a telephone update.