



THE INTERNATIONAL SCHOOL OF PORT OF SPAIN

CONFIDENTIALITY POLICY v2

At ISPS all complaints will be treated as confidential and identities will be protected to the greatest extent possible but absolute confidentiality cannot be guaranteed. The obligation to investigate and take corrective action may supersede an individual's right to privacy. The School reserves the right to bring any complaint to the attention of parents or guardians of students or administrators at any time.

WHISTLEBLOWER POLICY v1

This policy is intended to encourage Board members, staff (fulltime, part time and afterschool activities staff), students and any others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

1. The Whistleblower should promptly report the suspected or actual event to his/her supervisor.
2. If the Whistleblower is uncomfortable or reluctant to report to his/her supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Board committee or member.
3. The Whistleblower can report the event with his/her identity or anonymously. The form can be found on ISPS website.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the school.
5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, this may include termination of employment or position on the board to protect the reputation of the school and the members of the Board and staff.
6. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, which may include termination of employment.
7. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to the Trinidad and Tobago Police service.
8. Principals/ Director or Board members who receive the reports must act promptly to investigate and/or resolve the issue.
9. The Whistleblower (if known) shall receive a report as soon as possible after the initial report, regarding the investigation, disposition or resolution of the issue.
10. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then he/she has the right to report the event directly to the Trinidad and Tobago Police Service or The Children's Authority of Trinidad and Tobago.
11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by the police.