



27 NOV 2018

A Robinson
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Dear A Robinson

Thank you for your email of 2 November 2018 to the Ministry of Education requesting the following information:

- "...a copy of your Protective Disclosure Act policies and procedures, and a copy of any guidance you have sent to schools, NZSTA, Education Review Office or Education Council."

Your request has been considered under the Official Information Act 1982 (the Act).

I am providing you our *Protected Disclosure Policy* and *Protected Disclosures Guidelines* as **Appendix One** and **Appendix Two**. These two documents are for our internal staff to use and are not distributed to the sector.

When schools ask us for guidance on protected disclosures, we direct them to a publicly available document which is a model policy on protected disclosures that they can adapt and use. The document can be downloaded from the following location:

<http://education.govt.nz/assets/Documents/School/Running-a-school/School-finances/KPProtectedDisclosures.doc>

The same model policy can be found on page 97 of the Ministry's *Financial Information for Schools Handbook* which can be downloaded at the following location:

<http://education.govt.nz/assets/Documents/School/Running-a-school/Financial-Information-for-Schools-Handbook/Financial-Information-for-Schools-Handbook-2018-Final-3rd-Party-Contribution-Updated-June-2018.pdf>

We also direct schools to contact NZSTA for advice or consult the Ombudsman's website which has publicly available guidance on protected disclosures.

I am refusing your request for guidance sent to the NZSTA, Education Review Office and the Education Council under section 18(e) of the Act as the information does not exist. We have not sent guidance to these agencies on protected disclosures.

Thank you again for your email. You have the right to ask an Ombudsman to review this decision. You can do this by writing to info@ombudsman.parliament.nz or Office of the Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely



Katrina Casey
Deputy Secretary
Sector Enablement and Support