



EDMUND RICE EDUCATION
AUSTRALIA

SpeakUp@EREA

So you think you may have seen something in your school that shouldn't be happening?
Not sure what to do about it?

STOP

Don't ignore it,
Report it

Depending on the type of concern you have, there are different people you can, and should talk to.

What kind of information do you have?

IS IT ABOUT BULLYING OR HARASSMENT?

- Report to your supervisor, HR or Leadership Team member ASAP.
- Refer to EREA's Workplace Bullying, Discrimination & Harassment Policy & Guidelines on your school's Policy portal.

IS IT A WORKPLACE HEALTH & SAFETY ISSUE?

- Report to your supervisor, property/facilities manager or health & safety officer ASAP.
- Refer to EREA's Health & Safety Policy and your school's Workplace Safety Program, both found on your school's Policy portal.

IS IT ABOUT DISHONESTY, MISMANAGEMENT OR FRAUD?

- Refer to EREA's Code of Conduct and/or EREA's Whistleblower Protection Policy & Guidelines.
- Contact Your Call, EREA's independent whistleblower protection service provider, for a confidential discussion on 1800 316 519.

IS IT A COMBINATION OF THE ABOVE?

- Speak to your Principal or Deputy Principal/Head of Campus for further guidance.

IS IT A GRIEVANCE OR WORKPLACE CONFLICT MATTER?

- Report to HR and/or your Deputy Principal/Head of Campus ASAP.
- Refer to EREA's Internal Grievance Policy & Guidelines on your school's Policy portal.

IS IT ABOUT A CHILD PROTECTION MATTER OR STUDENT DUTY OF CARE?

- Report to your School's Child Safety Officer, Principal or Deputy Principal/Head of Campus .
- Refer to EREA's Child Safeguarding Policy & EREA's Code of Conduct, both found on your school's Policy portal.

IS IT ABOUT SOMEONE IN THE SCHOOL COMMUNITY WISHING TO MAKE A GENERAL COMPLAINT?

- Report to your school's Complaints Manager or Senior Leader ASAP.
- Refer to EREA's Complaints Handling Policy & Guidelines on your school's Policy portal.

NOT SURE?

- Speak to your Principal or Deputy Principal/Head of Campus.
- Your EREA Regional Director can be contacted for a confidential discussion. Call (03) 9426 3200 to be connected.