

Protected Disclosures (Early Learning) Policy & Procedure

Section 1 - Purpose

(1) This Policy sets out:








- a. how U@MQ will deal with protected disclosures made under the Children (Education and Care Services) National Law (NSW) (the National Law);
- b. who to contact if you want to make a report;
- c. how to make a report; and
- d. the protections available to you when you make a protected disclosure under the National Law.

Foreward

(2) U@MQ is committed to ensuring the safety, health and wellbeing of children in our care. We provide a safe and confidential process for reporting wrongdoing, misconduct, or any matter that may put the safety, welfare or wellbeing of a child or children at risk within our early learning centres.

(3) We are committed to supporting and building a culture of integrity and accountability by encouraging the reporting of wrongdoing or suspected wrongdoing. We will ensure that anyone making a report can do so without fear of Detrimental Action.

(4) We expect all members of our community to speak up when concerns arise and are committed to responding promptly, fairly and in a way that prioritises the safety and wellbeing of children at all times.

Robin Payne Chair, U@MQ Board	
Pete Boyle CEO, U@MQ	
Lucy Tran Business Operations Manager, Early Learning	
Marina Galstyan Centre Manager, Banksia Cottage	
Tara Kelly Centre Manager, Gumnut Cottage	
Meredith Chan Centre Manager, Mia Mia Child & Family Study Centre	
Erica Chen Centre Manager, Waratah Cottage	

Background

(5) All early learning services are required to have a protected disclosures policy under the National Law. This Policy should be read in conjunction with:

- a. [U@MQ Whistleblower Policy](#);
- b. [Complaints Management Policy](#);
- c. [Privacy Policy](#);
- d. [U@MQ Staff Code of Conduct](#);
- e. [Fraud & Corruption Prevention Policy](#);
- f. [Grievance and Dispute Resolution Policy](#);
- g. [Responding to Allegations Against Staff Policy](#) and [Procedure](#);
- h. [Keeping Children Safe Policy](#) and [Guidelines](#); and
- i. [Code of Conduct: Child Safe Environments](#).

Scope

(6) This Policy applies to the Disclosers in relation to U@MQ Approved Early Learning Centres (Gumnut Cottage, Banksia Cottage, Waratah Cottage, and Mia Mia Child and Family Study Centre) (Early Learning Centres).

(7) The Policy is applicable to all current and former:

- a. U@MQ Early Learning Centre employees;
- b. management;
- c. volunteers;
- d. work experience and practicum placement students;
- e. contractors or subcontractors, including recruitment agency employees, and consultants;
- f. parents and/or carers and/or guardians; and
- g. relatives, dependents, spouses or dependents of a spouse of any of the above.

(8) This Policy does not apply to a Personal Work-related Grievance or any complaint of injustice in the assessment of any employee's performance or disciplinary procedures. A Personal Work-related Grievance must be dealt with under the U@MQ Grievance and Dispute Resolution Policy.

(9) If the conduct qualifies as a suspected wrongdoing that can be dealt with under the Public Interest Disclosures Act 2022 (PID Act) as a public interest disclosure, the Discloser will need to consider if the report should be made under the Public Interest Disclosure Policy or this Policy. A disclosure that can be made under either policy may only be made under one, not both of the policies.

Section 2 - Policy

(10) U@MQ is committed to promoting and supporting a culture of integrity, particularly in relation to ensuring the safety and wellbeing of children attending its early learning centres.

(11) U@MQ encourages the reporting of any instances of suspected unethical, illegal, fraudulent or undesirable conduct involving U@MQ, and will ensure that those persons who make a report can do so without fear of intimidation, disadvantage, or reprisal.

(12) U@MQ takes disclosures seriously and will act promptly and fairly to investigate reported suspected wrongdoing.

(13) U@MQ will take all reasonable and necessary steps to treat disclosures with confidentiality and will endeavour to provide protection to those who make a report of suspected wrongdoing from Detrimental Action.

What is a Protected Disclosure?

(14) Protected disclosure means a disclosure of information or provision of documents:

- a. to the Regulatory Authority in compliance with a request under, or otherwise in accordance with, the National Law; or
- b. to the Regulatory Authority or to a manager of an approved provider or approved early learning centre, if the person making the disclosure honestly, and on reasonable grounds, believes the disclosure shows or tends to show:
 - i. an offence against the National Law has been or is being committed; or
 - ii. the safety, health or wellbeing of a child or children being educated and cared for by an early learning centre is at risk.

(15) Examples of a protected disclosure may include:

- a. conduct that endangers or may endanger the safety, health or wellbeing of children;
- b. unsafe work practices;
- c. illegal activity or a breach of the law;
- d. inappropriate conduct towards children;
- e. inappropriate discipline of a child;
- f. breach of child protection requirements;
- g. failure to comply with the National Law or Regulations; and
- h. taking or threatening to take Detrimental Action against a person who has made a disclosure, is suspected to have made or is planning to make a disclosure.

(16) A disclosure is not a protected disclosure if the information disclosed or documents provided:

- a. relate only to a grievance about a matter relating to the employment or former employment of an individual; and
- b. do not have significant implications beyond matters personally affecting or tending to personally affect the individual.

(17) Examples of concerns that are not generally considered a protected disclosure include:

- a. performance concerns;
- b. employment related decisions that do not involve a breach of workplace laws;
- c. concerns relating to engagement, remuneration or promotion;
- d. interpersonal conflict between employees; and
- e. disciplinary actions, including suspension or termination that are unrelated to a protected disclosure.

(18) Personal Work-related Grievances should be internally raised using the Grievance and Dispute Resolution Policy.

(19) A matter may still be considered a protected disclosure if it arises from:

- a. a decision made by an approved provider or approved early learning centre in dealing with a previous

protected disclosure; or

b. alleged Detrimental Action relating to a previous protected disclosure.

Reporting

(20) Any protected disclosures or matters related to Serious Wrongdoing should be reported as soon as practicable.

(21) Disclosers are encouraged to report within U@MQ in the first instance (see section 3 of this Policy). Reports can be made by phone or email (and can be made anonymously) to the:

- a. Centre Manager;
- b. Business Operations Manager, Early Learning;
- c. Chief Operating Officer; or
- d. CEO

(22) A report may be made directly to the NSW Early Learning Commission (as the regulatory authority in NSW) at any time. Contact details are outlined in Schedule A.

(23) To obtain protection under the National Law, a report must be made honestly and on reasonable grounds. The person making the report must honestly believe, on reasonable grounds, that the disclosure shows or tends to show that an offence has been or is being committed under the National Law, or that the safety, health or wellbeing of a child or children attending the early learning centre are at risk.

(24) Reasonable grounds will exist if there is a factual basis for the belief, taking into account the circumstances and context. The Discloser is not required to prove the allegations or concern, however they are encouraged to provide any evidence, including documentation, to support the report.

(25) If a report turns out to be incorrect or unsubstantiated, the Discloser can still qualify for the protections under the National Law provided it was made honestly and on reasonable grounds.

(26) All wrongdoing should be reported even if the Discloser is not sure whether it qualifies as a protected disclosure. Once a report is made, U@MQ is responsible for handling it appropriately and in accordance with its obligations under the National Law. If the report does not qualify as a protected disclosure, it may be managed under other internal policies such as the U@MQ Complaints Management Policy or Responding to Allegations Against Staff Policy.

Protections and Remedies for Disclosers

(27) When a protected disclosure is made, the Discloser is entitled to protections under the National Law.

(28) U@MQ is committed to taking all reasonable steps to protect the Discloser from detriment as a result of making a protected disclosure or being suspected of making a protected disclosure. It is also committed to maintaining the Discloser's confidentiality as much as possible while the protected disclosure is being dealt with.

(29) U@MQ will not tolerate any type of Detrimental Action to the Discloser in response to a protected disclosure including:

- a. injury, damage or loss;
- b. damage to property;
- c. damage to reputation;
- d. intimidation, bullying, or harassment;
- e. unfavourable treatment in relation to the person's career, profession, employment or trade;
- f. discrimination, prejudice or adverse treatment whether in relation to employment or otherwise; and
- g. disciplinary action or proceedings.

Reporting Detrimental Action

(30) Any Detrimental Action received as a result of a protected disclosure report, including bullying, intimidation, harassment, or other adverse treatment, should be reported immediately.

(31) Reports can be made by phone or email to the:

- a. Centre Manager;
- b. Business Operations Manager, Early Learning;
- c. Chief Operating Officer;
- d. CEO; or
- e. NSW Early Learning Commission (as the regulatory authority in NSW).

Contact details are outlined in Schedule A: Contact Details.

Preventing harmful actions

(32) A risk assessment will be undertaken once Management is aware that a protected disclosure has been made. This will include steps to reduce the risk of Detrimental Action occurring.

(33) Taking serious Detrimental Action in response to a protected disclosure is a criminal offence under the National Law. The penalties that apply include:

- a. For an individual - \$34,200
- b. Otherwise - \$172,200

(34) A person accused of taking Detrimental Action must demonstrate the action was not influenced by any suspicion, belief or awareness that a protected disclosure had been or may be made.

(35) A person who makes a protected disclosure may still be subject to reasonable management action, such as ordinary performance reviews or performance management, provided this action is not taken because of the protected disclosure.

Minimising the risk of serious Detrimental Action

(36) There is no obligation on a person who receives a protected disclosure to disclose or confirm that a protected disclosure has been made. Wherever practicable, steps will be taken to avoid the need to identify the nature of the source of the concern to maintain the confidentiality of the Discloser.

(37) Where it is necessary or appropriate to refer to a protected disclosure being received, U@MQ will make appropriate redactions, use gender neutral terms and avoid the inclusion of contextual information which could identify the Discloser.

Dealing with allegations of Detrimental Action

(38) All reasonable steps will be taken to address an allegation that a Detrimental Action has occurred or may occur and to protect those affected. This may include:

- a. taking immediate action to stop or prevent the Detrimental Action;
- b. implementing measures to protect the person or persons affected;
- c. taking appropriate disciplinary action against anyone that has taken Detrimental Action; and/or
- d. referring any evidence of Detrimental Action to the NSW Early Learning Commission.

Recovery of damages

(39) A person may seek damages for injury, damage or loss suffered as a result of serious Detrimental Action. Liability for these damages is not affected by whether the suspicion or belief behind the action was mistaken.

(40) In proceedings to recover damages, the defendant must prove that they did not have the suspicion, belief, or awareness, or that it was not a contributing factor to the Detrimental Action. Damages may include exemplary (punitive) damages.

(41) A person can apply for damages even if no criminal prosecution has been brought, or if the person has been acquitted of a serious Detrimental Action offence on the same, or substantially similar facts.

Ability to seek an injunction

(42) A person who believes serious Detrimental Action has been taken against them or may be taken against them can apply to the Supreme Court for an injunction to prevent the action or stop it from continuing.

(43) The terms of the injunction may:

- a. restrain a person from engaging in behaviour that would constitute serious Detrimental Action; and/or
- b. require a person to do a thing or an act to remedy the conduct that constitutes serious Detrimental Action.

(44) Examples of what an injunction may include:

- a. requiring a formal apology to be made;
- b. preventing an attempt to terminate a person's employment; or
- c. reinstating a person to the same or substantially similar role.

(45) The Supreme Court may grant an interim injunction pending determination of the application.

(46) A person can apply for an injunction even if no criminal prosecution has been brought, or if the person has been acquitted of a serious Detrimental Action offence on the same, or substantially similar facts.

Immunity

(47) A person who makes an application for damages under the National Law will not be liable to pay costs incurred by another party to the proceedings unless:

- a. the person instituted the proceedings vexatiously or without reasonable cause; or
- b. the person's unreasonable act or omission caused the other party to incur the costs.

(48) A person who makes an application for an injunction under the National Law will not be liable to pay the other party's legal costs unless:

- a. the proceedings were brought vexatiously or without reasonable cause; or
- b. the person's unreasonable act or omission caused the other party to incur the costs.

(49) Some people are subject to a duty of confidentiality that prevents them from disclosing certain information obtained at work, however it may be necessary to override or disregard these confidentiality duties to make a protected disclosure. In such cases, a person who makes a protected disclosure cannot be disciplined, sued or criminally charged for breaching confidentiality.

(50) This protection does not cover liability of the person's own past conduct that is disclosed as part of the protected disclosure.

(51) A person making a protected disclosure may have a defense of absolute privilege under the Defamation Act 2005 in relation to defamation proceedings arising from the disclosure.

Confidentiality

(52) The confidentiality of anyone who makes a protected disclosure will be maintained as far as possible while the matter is being addressed.

(53) All information received from a person making a protected disclosure will be treated sensitively and confidentially.

(54) The identity of a person making a protected disclosure will be kept confidential unless any of the following apply:

- a. they consent to this information being disclosed;
- b. where it is generally known that the person is the maker of the protected disclosure because of their voluntary self-identification as the maker;
- c. where the person who has received the protected disclosure reasonably considers it necessary to disclose the information to protect a person from detriment;
- d. it is reasonably necessary to disclose the information during an investigation to ensure procedural fairness. In these cases, all reasonable steps will be taken to protect their identity;
- e. U@MQ is required or permitted to disclose this by law; or
- f. it is otherwise in the public interest to disclose the identifying information.

(55) If confidentiality cannot be maintained or is unlikely to be maintained, U@MQ will:

- a. discuss with the Discloser the fact their identity may become known;
- b. update the risk assessment and any associated plans;
- c. provide additional supports to the Discloser; and
- d. remind persons who become aware of identifying information of the consequences for failing to maintain confidentiality and that engaging in serious Detrimental Action is a criminal offence and may also be a disciplinary matter.

Support for individuals who are the subject of a report

(56) U@MQ is committed to ensuring staff who are the subject of a protected disclosure are treated fairly and reasonably. They will be:

- a. treated fairly and impartially;
- b. told their rights and obligations under the policies and procedures of U@MQ and the University;
- c. kept informed during any investigation as appropriate;
- d. given the opportunity to respond to any allegation made against them;
- e. informed of the result of any investigation as appropriate; and
- f. provided with relevant supports where appropriate (e.g., Employee Assistance Program).

Dealing with wrongdoing

(57) If, after an investigation, it is found that there was wrongdoing or other misconduct has occurred, U@MQ will take the most appropriate action to address the wrongdoing or misconduct in line with relevant U@MQ and/or University Policies, including the [U@MQ Staff Code of Conduct](#) and [Performance and Disciplinary Action Policy](#).

Reporting obligations and record keeping

(58) The reporting obligations and record keeping requirements are as per the [U@MQ Whistleblower Policy](#).

Training and Awareness

(59) U@MQ will ensure that staff are provided with training and awareness sessions on protected disclosures. This will be provided:

- a. as part of the onboarding/induction process;
- b. regularly, which must be every 12 - 24 months;
- c. when there is a change in the law in respect of protected disclosures; and
- d. when there is a change to how the protected disclosure system work within U@MQ.

(60) The training and awareness sessions may be provided/delivered by U@MQ or by a third party.

Monitoring and Review

(61) U@MQ will review this Policy annually or more frequently as required by legislation or significant incidents to ensure continuous improvement and maintain the highest standards of child safety.

Accessibility of this Policy

(62) This Policy is always available and accessible. It can be accessed in hard copy at the Centre or on the [website](#) or otherwise by request of the Centre Manager.

Section 3 - Procedures

How to Make a Protected Disclosure

(63) Protected disclosure reports can be made in the following ways:

- a. in writing - by email or letter to a person who can receive the report (see clause 21);
- b. through a discussion - done face-to-face, via telephone or virtually, with a person who can receive the report;
- c. anonymously - in writing or through a discussion with a person who can receive the report without providing a name or any details that might identify who make the report. A report can only be considered anonymous if there is no reasonable or practical way of communicating with the person making the report.

(64) The Discloser will still be protected under the National Law if they choose to remain anonymous, however it may be difficult to investigate the matter if the Discloser cannot be contacted for further information.

(65) Disclosers are encouraged to make a report in writing as this can assist to avoid any confusion or misinterpretation.

(66) If a report is made verbally, the person receiving the report will make a comprehensive record of the report and ask the Discloser to sign it. The Discloser should keep a copy of this report.

(67) Where possible, a report should include:

- a. date, time, and location of key events;
- b. names of person(s) involved in suspected wrongdoing, their position and how they are involved;
- c. relationship with the person(s) involved, such as whether the Discloser works closely with them;

- d. an explanation of the matter reported;
- e. how the Discloser became aware of the matter they are reporting;
- f. possible witnesses; and
- g. any other relevant information.

Receiving a report

- (68) Any report received by early learning staff that may potentially be a protected disclosure should be provided to one of the U@MQ Whistleblower Protection/Disclosure Officers (ie the CEO or the Chief Operating Officer) within 2 business days of the report being made unless it relates to a Whistleblower Protection/Disclosure Officer, in which case it should be provided to the Macquarie University Disclosure Coordinator (refer to Schedule A).
- (69) The Whistleblower Protection/Disclosure Officer will:
- a. undertake an initial assessment to identify if the report is a protected disclosure or not and may seek advice from the Office of General Counsel, the University Disclosures Coordinator, or a third party as appropriate;
 - b. contact the Discloser to confirm that the report has been received and if it is possible to keep the report confidential;
 - i. outline next steps, including when and how updates will be provided eg secure email, telephone or other means;
 - c. identify any other appropriate process (eg Grievance and Dispute Resolution Policy) if not a protected disclosure; and
 - d. identify and inform any other persons who should be made aware of the report (eg Chair of the U@MQ Board), subject to confidentiality obligations.

Risk Assessment

- (70) The Whistleblower Protection/Disclosure Officer will complete a risk assessment that considers risks to:
- a. the person who made the protected disclosure;
 - b. the person who is subject of the protected disclosure;
 - c. investigators; and
 - d. witnesses.
- (71) Where appropriate, the Whistleblower Protection/Disclosure Officer will:
- a. consult with the above individuals re any concerns they may have;
 - b. identify and implement strategies to reduce the risk of Detrimental Action;
 - c. provide a secure and confidential way for them to communicate with the Whistleblower Protection/Disclosure Officer, including who it the designated contact person; and/or
 - d. offer access to a support person or other available supports (eg Employee Assistance Program).
- (72) Risk assessments will be reviewed regularly throughout the life of the matter.

Confidentiality

- (73) The Whistleblower Protection/Disclosure Officer will take steps to avoid unnecessarily revealing information that could identify the person making the protected disclosure, including:
- a. limiting the number of people who are aware of the identity of the Discloser or information that could identify

them;

- b. reminding all persons who do know the identity of the Discloser that they are obliged to keep that confidential;
- c. ensuring only authorised persons have access to email, files, or other documentation that contains information about the identity of the Discloser; and
- d. advising the Discloser of the importance of maintaining confidentiality and how to best protect their identity, e.g., by telling them not to discuss their report with other staff.

Dealing with a protected disclosure report

(74) After receiving a report, it will be assessed to determine if it is a protected disclosure, how it is to be handled, and whether an investigation is required.

(75) Unless the report is made anonymously, within 45 days of making the report the Discloser will receive:

- a. an acknowledgement that the report has been received that:
 - i. confirms the report will be assessed to identify whether it qualifies as a protected disclosure;
 - ii. advises that the National Law applies to how the report is managed;
 - iii. provides clear information on how to access this Policy; and
 - iv. includes details of a contact person and available support options.

Report is a protected disclosure

(76) If the report is determined to be a protected disclosure, unless the report was made anonymously, the Discloser will be informed of how the report will be managed. This may include:

- a. investigating the wrongdoing internally;
- b. referring the report to a third party such as the NSW Early Learning Commission or other relevant agency; or
- c. deciding to take no action on the report (ie not to investigate it or refer it) and explain the reasons for this decision.

(77) If an investigation is undertaken, unless the report was made anonymously, the Discloser will be provided with updates:

- a. when the investigation begins;
- b. while the investigation is in progress (of intervals of not more than three (3) months throughout the investigation); and
- c. when the investigation has been finalised.

(78) In addition, subject to privacy and confidentiality requirements, the Discloser will be informed of the action taken or proposed to be taken in respect of the report within six (6) months of the report being made. If the investigation is not complete, this will include notification of the reason it is not complete.

Report is not a protected disclosure

(79) Not all reports of wrongdoing will be protected disclosures under the National Law. The Discloser will be informed if a report is assessed as not being a protected disclosure.

(80) The report will be assessed to determine if it should be handled under another process, such as the Grievance and Dispute Resolution Policy.

Roles and Responsibilities

(81) The U@MQ Board (as Approved Provider) and management will:

- a. ensure that obligations under the National Law and National Regulations are met, with child safety and wellbeing prioritised at all times;
- b. foster a workplace culture where reporting is encouraged and integrity is promoted within the service;
- c. ensure there are systems in place for receiving disclosures;
- d. ensure protected disclosures are handled in accordance with the National Law and this policy;
- e. ensure educators, staff, students and volunteers are aware of and comply with this policy and know how to access it;
- f. ensure regular training and awareness sessions are provided about the importance of persons making protected disclosures and the protections available to persons making protected disclosures; and
- g. ensure risk assessments are conducted as soon as a report is received to identify and manage any potential harm.

(82) The Nominated Supervisor will:

- a. ensure that obligations under the National Law and National Regulations are met, with child safety and wellbeing prioritised at all times;
- b. foster a workplace culture where reporting is encouraged and integrity is promoted within the service;
- c. understand and comply with their responsibilities in relation to protected disclosures;
- d. ensure protected disclosures are handled in accordance with the National Law and this policy;
- e. support the provision of regular training and awareness sessions on the importance of persons making protected disclosures and the protections available to persons making protected disclosures;
- f. ensure educators, staff, students and volunteers are aware of and comply with this policy and know how to access it; and
- g. ensure parents/carers are aware of this policy and know how to access it.

(83) Staff/volunteers/students will:

- a. immediately report all incidents, allegations and complaints relating to child safety and any breaches or suspected breaches of the National Law;
- b. cooperate with any assessment or investigation of a protected disclosure;
- c. maintain confidentiality in relation to protected disclosures and investigations;
- d. support colleagues who make protected disclosures; and
- e. complete required training and awareness sessions on the importance of making protected disclosures and the protection available to persons making protected disclosures.

(84) Parents/carers will:

- a. be informed of their right to make a protected disclosure;
- b. have access to information on how to make a protected disclosure;
- c. be protected when making a protected disclosure; and
- d. have confidence that disclosures will be taken seriously and investigated appropriately.

Section 4 - Guidelines

(85) Nil.

Section 5 - Definitions

(86) The following definitions apply for the purpose of this Policy:

- a. Detrimental Action (also known as detrimental conduct) means action taken against an individual because they have made, or are believed to have made, a public interest disclosure. Such action may include causing, comprising or involving any of the following:
- i. injury, damage or loss;
 - ii. intimidation or harassment;
 - iii. discrimination, disadvantage or adverse treatment in relation to employment;
 - iv. dismissal from, or prejudice in, employment; and
 - v. disciplinary proceedings.

The following actions are not Detrimental Action:

- vi. lawful action taken by a person or a body to investigate a possible contravention of the National Law;
 - vii. prosecuting a person for a criminal offence; referring a matter about a person to the independent arbiter;
 - viii. making a disciplinary agreement or disciplinary order in relation to a person;
 - ix. giving a disciplinary notice to a person.
- b. Discloser means the person who qualifies under the Scope of this Policy to make a Disclosure.
- c. Disclosure means a report of a Protected Disclosure or Serious Wrongdoing.
- d. Manager of an approved provider or approved early learning centre, means a person, however described, who is responsible for controlling or administering either of the following:
- i. the approved provider or approved early learning centre;
 - ii. the staff of the approved provider or approved early learning centre.
- e. U@MQ means Pty Limited ABN 27 125 926 169, a company limited by shares, that is a controlled entity of Macquarie University ABN 90 952 801 237.
- f. Personal Work-related Grievance means a grievance about any matter in relation to the Discloser's employment, or former employment, having (or tending to have) implications for the person and does not have significant implications for U@MQ. For example:
- i. an interpersonal conflict between the Discloser and another employee;
 - ii. a decision that does not involve a breach of workplace laws;
 - iii. a decision about the engagement, transfer or promotion of the Discloser;
 - iv. a decision about the terms and conditions of engagement of the Discloser; or
 - v. a decision to suspend or terminate the engagement of the Discloser, or otherwise to discipline the Discloser.
- g. Serious Wrongdoing means matters which will be dealt with by the University as a public interest disclosure under the PID Act. These include:
- i. corrupt conduct;
 - ii. serious maladministration;
 - iii. a Government Information Contravention (breach of the Government Information (Public Access) Act 2009(GIPA));
 - iv. a privacy contravention; and

v. a serious and substantial waste of public money.

h. Nominated Supervisor means an individual who is nominated by the approved provider of the service to be a nominated supervisor of that service and, unless the individual is the approved provider, has provided written consent to that nomination.

Schedule A: Contact Details

Position	Role under the Protected Disclosures Policy	Name and contact details
Chief Executive Officer	Whistleblower Protection/Disclosure Officer	Mr Pete Boyle +61 2 9850 6580 pete.boyle@mq.edu.au
Chief Operating Officer	Whistleblower Protection/Disclosure Officer	Ms Maria Bennett +61 2 9850 7348 maria.bennett@mq.edu.au
Macquarie University Compliance and Privacy Manager	University's Disclosure Coordinator	Ms Rebecca Jarman +61 2 9850 7218 rebecca.jarman@mq.edu.au
NSW Early Learning Commission	Regulatory Authority	1800 619 113 Freecall Monday to Friday, 9am - 5pm information@earlylearningcommission.nsw.gov.au

Status and Details

Status	Approved
Effective Date	01 July 2026
Review Date	June 2028
Approval Authority	U@MQ Board
Approval Date	22 June 2026
Expiry Date	Not Applicable
Responsible Executive	U@MQ CEO
Responsible Officer	Business Operations Manager Early Learning
Enquiries Contact	Business Operations Manager Early Learning
Related Documents	<p>Legislation</p> <ul style="list-style-type: none"> • Children (Education and Care Services) National Law (NSW) No 104a of 2010 <p>Policies and Procedures</p> <ul style="list-style-type: none"> • U@MQ Whistleblower Policy • Protected Disclosures (Early Learning) Procedure • Complaints Management Policy and Procedure • Privacy Policy • U@ MQ Staff Code of Conduct • Fraud & corruption Prevention Policy • Grievance and Dispute Resolution Policy • Responding to Allegations Against Staff Policy and Procedure • Keeping Children Safe Policy and Procedure • Code of Conduct: Child Safe Environments