

# REPORTABLE CONDUCT SCHEME POLICY



Responsible Officers:	College Leadership Team
Version:	2.0
Approved By:	Principal
Date Approved:	16

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Examples of emotional or psychological harm may include:

- exposure to violence or threats of violence
- self-destructive behaviour
- antisocial behaviour
- persistent hostility/rejection
- humiliation/belittling
- scapegoating

It will not be reportable conduct if:

- a person takes reasonable steps taken to protect a child from immediate harm
- a person with responsibility for discipline takes lawful and reasonable disciplinary action,



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### 5. WHO MUST MAKE THE NOTIFICATION

Any person may disclose a reportable allegation to the CCYP by using an online form available from the CCYP's website, by phone or by letter (section 16L of the CWS Act).

While any person may disclose a reportable allegation, the "Head" of the College must notify the CCYP of a reportable allegation (section 16M).

The "Head" of the College has distinct responsibilities under the Reportable Conduct Scheme. The "Head" of the College is the Principal .

It is a criminal offence for the Principal to fail to disclose a reportable allegation to the CCYP without a reasonable excuse. The Act doesn't define what a reasonable excuse may be, but section 16M(5) provides an exemption if they honestly and reasonably believed that another



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These notifications must all be made using the online forms available through the CCYP's [website](#).

The notification must include the following information:

- That a reportable allegation has been made against a staff member
- The name (including any former name and alias, if known) and date of birth, if known, of the staff member
- Whether the Victoria Police has been contacted about the reportable allegation
- The name, address and telephone number of the College
- The name of the Principal

An online form available on the [CCYP's website](#) must be used for the Three Day Notification.

If the staff member is a registered teacher and the misconduct involves a charge, conviction or finding of guilt of a sexual offence, the College must immediately notify the Victorian Institute of Teaching (VIT). The timing of making a Three Day Notification to the Commission under this policy will coincide with the timing of a report made to the VIT.

The notification must include the following information:

- Detailed information about the reportable allegation
- Details of the College's response to date, to the reportable allegation
- Whether or not the College proposes to take any disciplinary or other action in relation to the staff member and the reasons why it intends to take, or not to take, that action
- Copies of any written submissions made to the Principal concerning the reportable allegation that a staff member wished to have considered in determining what, if any disciplinary or other action should be taken in relation to the staff member

As soon as practicable after the Principal becomes aware of a reportable allegation, the Principal must investigate, or permit a Regulator or an independent Investigator to investigate the reportable allegation. The Principal must also notify the CCYP of the name and contact details of the Investigator.

The Investigator is the person who:

- Collects and documents evidence
- Establishes the facts based on evidence
- Prepares an Investigation Report that details the outcomes of the investigation and (if requested by the Principal) makes findings or recommendations about findings that could be made based on the evidence.



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As soon as practicable after the investigation has concluded, the Principal must give the CCYP:

- A copy of the findings of the investigation and the reasons for those findings
- Details of any disciplinary or other action that the College proposes to take in relation to the employee and the reasons for that action
- If the College does not propose to take any disciplinary or other action in relation to the employee, the reasons why no action is to be taken