



11 March 2020
Review March 2021

REPORTABLE CONDUCT SCHEME POLICY

Purpose

To ensure all Department employees and school councils notify the relevant Departmental officer where there is an allegation of reportable conduct.

The Scheme complements the Child Safe Standards and other existing child safety measures.

Background

The Reportable Conduct Scheme is a child safety mechanism introduced as a result of the Betrayal of Trust report. Department policy is that the Department's Employee Conduct Branch has responsibility for reporting any allegations of 'reportable conduct' raised against Department employees (and contractors, volunteers, allied health workers and other office holders) who are 18 years or over to the Commission for Children and Young People (CCYP), on behalf of the Department.

Scope

This policy applies to Principals, teachers, allied health staff, contractors, volunteers (including parents) and school council employees.

Definitions

Glenallen School follows the definitions provided in the Department's guidelines on Reportable Conduct.

There is an allegation of reportable conduct where a person has a reasonable belief that there has been:

- A sexual offence, sexual misconduct or physical violence committed against, with or in the presence of a child
- Behaviour causing significant emotional or psychological harm to a child
- Significant neglect of a child, or misconduct involving any of the above

Policy

The Principal is responsible for notifying the Employee Conduct Branch as soon as possible after becoming aware of a reportable allegation, so that the Employee Conduct Branch can assess the allegations and report them to the Commission for Children and Young People (CCYP), if appropriate.

Principals must still contact Victoria Police if they suspect a criminal offence involving a child has occurred.

The Scheme does not change a principal's mandatory reporting or other reporting responsibilities.

Reporters

The Principal – for allegations involving teachers, allied health staff, contractors, volunteers (including parents) and school council employees to report to Employee Conduct Branch

Teachers, allied health staff, contractors, volunteers or school council employees - for allegations involving any person including teachers, allied health staff, contractors, volunteers or school council employees to report to the Principal (or acting Principal)

Teachers, allied health staff, contractors, volunteers or school council employees - for allegations involving the Principal (or acting Principal) to report to the Regional Director

School councils are not required to report allegations to the CCYP directly. Rather, school councils should instruct the principal, as the executive officer of the school council, to notify the Employee Conduct Branch as soon as possible after becoming aware of a reportable allegation, so that the Employee Conduct Branch can assess the allegations and report them to the CCYP, if appropriate.

Any person can raise a reportable conduct allegation about a school council employee, contractor, volunteer, allied health worker, officer or office holder with the principal or school council president. If the allegation is against the principal, then the school council president should inform the Regional Director of the allegation, who will notify the Employee Conduct Branch.

The following school policies are also relevant:

<J:\Glenallen School Manual\Policies\2020\Child Safety Responding and Reporting Obligations Policy and Procedures .doc>

<J:\Glenallen School Manual\Child Safe\2020\Child Safe Policy>