

Reportable Conduct Scheme Policy

Introduction

Djerriwarrh Community & Education Services (Djerriwarrh) is committed to creating, building and maintaining a culture of child safety. Djerriwarrh has a Child Safety Code of Conduct Policy, an organisational Code of Conduct Policy and a Reportable Conduct Policy in place.

Under the Reportable Conduct Scheme, the Chief Executive Officer (CEO) will notify the Commission for Children and Young People (CCYP) of all allegations of reportable conduct by employees, volunteers and contractors.

Scope

The policy applies to all Board Directors, employees, volunteers and contractors.

Definitions

Reportable conduct is:

- A sexual offence committed against, with, or in the presence of a child whether or not a criminal proceeding in relation to the offence has been commenced or concluded;
- Sexual misconduct committed against, with, or in the presence of a child;
- Physical violence committed against, with, or in the presence of a child;
- Any behaviour that causes significant emotional or psychological harm to a child; or
- Significant neglect of a child.

A reportable allegation means information that leads a person to form a reasonable belief that a worker (even if the employee resigns) or volunteer has committed:

- reportable conduct; or
- misconduct that may include reportable conduct.

Reasonable belief is more than suspicion e.g. observed conduct, heard from a child themselves, received information from another source (including any other person who witnessed the reportable conduct or misconduct).

Policy

The CEO has a responsibility to:

- Report allegations to the CCYP within three business days of becoming aware of the allegation.
- Notify the CCYP of all allegations of conduct that may involve reportable conduct by employees, contractors and volunteers.
- Report all reportable allegations within the workplace or external to the workplace.

- Provide the CCYP with detailed information about the reportable allegation and any action taken within 30 calendar days.

It is a criminal offence for the CEO not to report to the CCYP a reportable allegation within the required timeframes outlined above.

This policy will to the extent possible, leverage existing policies, reporting, investigation and responses processes, such as PO 050 Unsatisfactory Performance and Misconduct Policy and incident reporting processes.

Associated Policies	PO 004 Workplace Health & Safety Policy PO 060 Code of Conduct Policy PO 078 Mandatory Reporting Policy PO 083 Child Safety Code of Conduct PO 050 Unsatisfactory Performance and Misconduct Policy
Associated Procedures	PR 004a Staff Safety Procedure PR 078a Making a Report Procedure
Other associated documents Internal	FO 295 Child Safe Incident Report Form
Relevant Legislation	Children, Youth and Families Act 2005 Privacy and Data Protection Act 2014 Health Records Act 2001 Charter of Human Rights and Responsibilities Act 2006 Privacy Act 1988 Child Wellbeing and Safety Act 2005 Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015
Other associated documents External	https://ccyp.vic.gov.au/reportable-conduct-scheme/ childsafestandards@ccyp.vic.gov.au