Reportable Conduct Policy

Purpose:	To ensure that Fitra Community School (**Fitra**) complies with its Reportable Conduct obligations
Scope:	Whole School Community
Implemented by:	Principal
Approved by:	Fitra Board
Effective Date:	March 2024
Review Date:	December 2026

Background

The Victorian Reportable Conduct Scheme seeks to improve organisations' responses to allegations of child abuse and neglect by their workers and volunteers. The scheme is established by the Child Wellbeing and Safety Act 2005.

The Commission for Children and Young People (the **Commission**) is responsible for administering the scheme. Their role includes:

- supporting and guiding organisations that receive allegations in order to promote fair, effective, timely and appropriate responses
- independently overseeing, monitoring and, where appropriate, making recommendations to improve the responses of those organisations.

Definitions

Reportable Allegation means information that leads a person to form a reasonable belief that a worker or volunteer has committed:

- Reportable Conduct or
- misconduct that may include Reportable Conduct.

Reportable Conduct is:

- a sexual offence (even prior to criminal proceedings commencing), sexual misconduct or physical violence committed against, with or in the presence of a child;

- behaviour causing significant emotional or psychological harm; or
- significant neglect of a child.

Notification Obligations

The Principal must:

- within 3 business days of becoming aware of an allegation notify the Commission of all allegations of Reportable Conduct by employees and volunteers;
- within 30 calendar days provide the Commission with detailed information about the Reportable Allegation and any action that they have taken;
- as soon as practicable notify the Commission of the name of the investigator and their contact details; and
- as soon as practicable notify the Commission of the outcomes of the investigation, including providing a copy of findings and reasons for the findings, details about any disciplinary or other action proposed and reasons for taking or not taking action.

Where the Reportable Allegation concerns the conduct of the Principal the member of staff who receives the information or forms the belief must inform the Board of Directors, who will then appoint a Director to notify the Commission as stated above.

Related Documentation

Fitra philosophy

The National Safe Schools Framework

Reportable Conduct Scheme Information Sheets:

https://ccyp.vic.gov.au/child-safety/resources/reportable-conduct-scheme-information-sheets/

Related Policies

- Child Safety Policy
- Behaviour Management Policy
- Bullying & Harassment Policy
- Mandatory Reporting Policy
- Student Welfare Policy
- Off-site Supervision Policy
- Onsite Supervision Policy
- Mandatory Reporting Policies
- Duty of Care Policy

- Visitor & External Provider Policy