



Child Safeguarding Program

Reportable Conduct

Key terms in this Policy are **bolded**, and their definitions are listed in the [Reportable Conduct Key Definitions](#) section of this Policy.

This Policy must be read in conjunction with the [Definitions and Key Indicators of Child Abuse and Other Harm](#), [Reporting a Child Safety Incident or Concern Internally](#), [Duty to Protect/Failure to Protect](#), [Reporting to Police](#), [Non-Mandatory Reporting to Child Protection](#) and [Mandatory Reporting to Child Protection](#). Fulfilling the roles and responsibilities contained in this Policy does not displace or discharge any of these other obligations that arise if a person reasonably believes that a child is at risk of child abuse or other harm.

Source of Obligation

The Child Wellbeing and Safety Act 2005 (Vic) (CWS Act) requires the school to investigate and report to the Commission for Children and Young People (CCYP) allegations of **reportable conduct**, or misconduct that may involve reportable conduct, against **employees**.

Under the CWS Act, the “head” of the school must notify the CCYP of a **reportable allegation** against an employee of which the “head” becomes aware. The “head” of the school must also notify the CCYP of the outcomes of the school’s internal investigation into the matter.

Who is the “Head” of the school?

The “head” of the school for the purpose of the reportable conduct scheme is the Executive Director of CESL.

The Executive Director has authorised the Principal to undertake certain functions to assist in meeting their obligations under the CWS Act, as set out in the relevant sections of this Policy.

Reportable Conduct Policy

This Policy sets out, in its subsections, St Mary's Echuca expectations, systems and procedures for enabling persons to report reportable conduct both internally and to the CCYP, for the Principal to report reportable allegations to the CCYP, and for these reports to be investigated and responded to by the school.

The CCYP's [website](#) provides additional guidance and materials which assist the school to understand and meet its obligations under the CWS Act.

This Policy is divided into the following sections:

- [Reportable Conduct Key Definitions and Guiding Information](#)
- [Reportable Conduct for Staff: Making a Reportable Conduct Report Internally](#)
- [Reportable Conduct for the Management/Executive Team and Child Safeguarding Officers](#)
 - [Head of the school's Responsibilities](#)
 - [Notifying the CCYP](#)
 - [Initial Response to Reportable Allegation](#)
 - [Risk Management and Risk Assessments](#)
 - [Investigating Reportable Allegations](#)
 - [Making a Finding About Reportable Conduct](#)
 - [Post-Investigation Actions](#)
 - [Information Sharing About Reportable Conduct Investigations](#)
 - [Record Keeping About Reportable Conduct](#)

Pages in this Section

- [Reportable Conduct Key Definitions and Guiding Information](#)
- [Reportable Conduct for Staff: Making a Reportable Conduct Report Internally](#)
- [Reportable Conduct for the Management/Executive Team and Child Safeguarding Officers Policies and Procedures](#)