



Reportable Conduct Scheme Policy

Purpose:	To ensure that Woodline Primary complies with its obligations under the Reportable Conduct Scheme.
Scope:	All persons within the Woodline Primary community
Implemented by:	Principal
Approved by:	WP Board
Reviewed:	Yearly or as regulatory changes arise or improvements are identified
Communicated via:	WP Website

Introduction

The protection of children and young persons is the responsibility of everyone who works at Woodline Primary including Team, contractors, caregivers and volunteers. We all share responsibility for promoting the wellbeing and safety of children.

The Reportable Conduct Scheme is administered by the Commission for Children and Young People (Commission). The Scheme provides for the reporting to the Commission of allegations of reportable conduct or misconduct that may involve reportable conduct, committed by employees (including volunteers, contractors and officeholders) within or connected to Woodline Primary.

1. Purpose

The purpose of this policy is to ensure that Woodline Primary complies with its obligations under the Reportable Conduct Scheme.

The Principal is responsible for ensuring compliance by Woodline Primary with its obligations under the Reportable Conduct Scheme. In particular, the Principal will ensure that Woodline Primary has in place:

- a system for preventing the commission of reportable conduct by an employee of Woodline Primary within the course of their employment;
- a system for enabling any person, including employees of Woodline Primary, to notify the Principal of a reportable allegation of which the person becomes aware, or to notify the Chair of the Board of an allegation involving the Principal;
- a system for investigating and responding to a reportable allegation against an employee of Woodline Primary



Everyone involved in Woodline Primary has a role to play and may disclose an allegation of reportable conduct involving an employee to the Commission or to the Principal.

2. Reportable Allegation

Any person who has any information that leads them to form a reasonable belief that an employee of Woodline Primary has committed:

(a) reportable conduct; or

(b) misconduct that may involve reportable conduct is encouraged to report such information to the Principal:

- in writing addressed to the Principal in a sealed envelope marked 'Private and confidential' and delivered to Woodline Primary Reception
- in writing sent by post in an envelope marked Private and confidential and addressed to:
The Principal
Woodline Primary
405 Barrabool Rd
Ceres Vic 3221
- by email marked – Reportable Conduct – sent to – principal@woodlineprimary.com.au
- by telephone advising that the person wishes to report an allegation of reportable conduct to the
Principal
Telephone: 0409 654 282

If the person has information about a reportable allegation involving the Principal of Woodline Primary, the person may directly notify the Chair of the Board:

- in writing addressed to the Chair of the Board in a sealed envelope marked Private and confidential and delivered to Woodline Primary Reception
- in writing sent by post in an envelope marked 'Private and confidential and addressed to:
The Chair of the Board
c/- Woodline Primary
405 Barrabool Rd
Ceres Vic 3221
- A report may also be made directly to the Commission for Children and Young People at:



Commission for Children and Young People,
Level 18 570 Bourke Street Melbourne Victoria 3000
Telephone: (03) 8601 5281
email: childsafestandards@ccyp.vic.gov.au

A report may be made whether or not the conduct or misconduct is alleged to have occurred within the course of the employee's employment with Woodline Primary.

3. Preventing Reportable Conduct from Occurring

Woodline Primary has policies and practices that take a preventative approach to keeping children safe and for the early identification and response to risks of child abuse in the Woodline's physical environment. Such policies and practices include:

- Child Safe Code of Conduct
- Child Protection Commitment Statement
- Child Protection and Obligations of Reporting Policy/Procedures

4. Procedures for Responding to and Reporting Suspected Child Abuse

Woodline Primary has procedures for responding to and reporting suspected abuse of a child currently in its care. Woodline Primary also has practices and programs that support, encourage and enable the Team, caregivers and children to understand, identify, discuss and report child safety matters. Such policies and practices include:

- Child Protection and Obligations of Reporting Policy/Procedures
- Team Issue Resolution Policy and Procedure
- Complaints and Grievances Policy

5. Reportable Allegation Investigation

As soon as possible after becoming aware of a reportable allegation against an employee, the Principal will inform the Board Chair and commence an investigation, which may include appointing an independent investigator. Depending on the nature of the allegation, the Principal may follow the processes set out in the other school policies noted above. Generally, the person appointed to conduct the investigation will decide on the appropriate process for the investigation, taking into account the principles of natural justice and will advise the parties of such matters.

The investigator will, as soon as practicable:

- conduct an investigation into the allegation;
- conduct interviews of relevant persons and seek any further information they deem necessary;
- provide to the Principal a confidential report of their findings in relation to the allegation against the
- employee; and



- if requested, make recommendations about what disciplinary or other action should be taken (if any).

The Principal will consider the findings and recommendations if any and determine what further action, if any, to take in relation to the allegations. If an allegation involves a possible criminal offence, the Principal will first obtain clearance from Victoria Police before beginning an investigation.

6. Responsibilities of the Principal

The Principal is responsible for notifying the Commission of a reportable allegation in line with the Reportable Conduct Scheme and for investigating such allegations and providing the findings to the Commission. If the Principal becomes aware of a reportable allegation against an employee of Woodline Primary, they will notify the Commission in writing of the following:

Within 3 business days after becoming aware of the allegation:

- the name and date of birth (if known) of the employee involved
- whether Victoria Police has been contacted
- contact details for the School and the Principal

As soon as practicable and within 30 calendar days:

- details of the allegation
- details of Woodline Primary's response to the allegation
- reasons for whether or not any disciplinary or other action is proposed
- any written response from the employee concerning the allegation that the employee wished to have considered in determining what, if any, disciplinary or other action should be taken

Advice on investigation – as soon as practicable:

- Name of investigator

Outcomes of investigation – as soon as practicable

- a copy of the findings and reasons for the findings
- details of any disciplinary or other action that the Principal proposes to take
- Principal will take proposal to The Board for approval
- reasons for taking or not taking any disciplinary or other action



Additional documents and information

- any information or documents relating to the allegation or an investigation that the Commission may request

7. Communication

The Woodline Primary community will be informed about this policy. It will be publicly available. It will be available on the Woodline Primary's website, personnel induction programs and during recruitment and enrolment processes for Team, contractors and volunteers.

8. Definitions

Child

A child is an individual who is under the age of 18 years.

Employee

For the purpose of this policy, an employee is a person of or over the age of 18 years who is:

- (a) an employee of Woodline Primary, whether or not the person is employed in connection with any work or activities of Woodline Primary that relate to children;
- (b) engaged by Woodline Primary to provide services, including as a volunteer, contractor, office-holder or officer, whether or not the person provides services to children

Reportable Conduct

Reportable conduct means:

- (a) 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;
 - (b) sexual misconduct committed against, with or in the presence of, a child;
 - (c) physical violence committed against, with or in the presence of, a child;
 - (d) any behaviour that causes significant emotional or psychological harm to a child;
- or



(e) significant neglect of a child.

Sexual Misconduct

Sexual misconduct includes behaviour, physical contact or speech or other communication of a sexual nature, inappropriate touching, grooming behaviour and voyeurism.

Table of Amendments

Version number	Date	Short description of amendment
1.0	June 2020	New policy
2.0	June 2021	No updates required
3.0	September 2022	To comply with new child safe standards
4.0	September 2023	No updates required
5.0	September 2024	Updated language
Scheduled review date		September 2025