COMMISSION FOR CHILDREN AND YOUNG PEOPLE

Reportable Conduct Scheme Update Form A

Form A: 30 day update

By completing this eform you will meet the requirements for the mandatory update within 30 calendar days by heads of entity. You can preview, review and print the information before you submit.

You will require the case number and password provided when you submitted your 3 day notification in order to make the update. The case number and password will have been emailed to you.

You can submit the update at any time (including when making the 3 day notification).

Note: If you have completed your investigation within 30 days (including making findings) go to the Investigation Outcomes form instead.

Information about the allegation

1. Please provide detailed information about the allegation(s)
   The Commission requires details of any further information you have gathered. This may include: more information about the nature of the allegation/s made, any specifics about the date/s when reportable conduct happened, any specifics about the location/s where the conduct is alleged to have happened, more information about the employee, if known.
2. What type of reportable conduct is alleged to have happened?
   Please select all types of conduct. For more information about the types of reportable conduct, see What is reportable conduct?
   a. Sexual offence committed against a child
   b. Sexual offence committed with a child
   c. Sexual offence committed in the presence of a child
   d. Sexual misconduct committed against a child
   e. Sexual misconduct committed with a child
   f. Sexual misconduct committed in the presence of a child
   g. Physical violence committed against a child
   h. Physical violence committed with a child
   i. Physical violence committed in the presence of a child
   j. Behaviour that causes significant emotional or psychological harm to a child
   k. Significant neglect of a child

Further information

1. IF sexual offence:
    a. Rape or sexual assault
    b. Grooming or encouraging a child to engage in sexual activity
    c. Offence relating to child abuse material
    d. Sexual activity in the presence of a child
    e. Other
2. IF sexual misconduct, secondary radio buttons will appear:
    a. Crossing professional boundaries
    b. Sexually explicit comments
    c. Other sexual behaviour
3. IF physical violence:
    a. Hitting/kicking/punching
    b. Pushing/shoving/grabbing/throwing/shaking
    c. Use of object
    d. Inappropriate restraint/excess force
    e. Other
4. IF psychological harm:
    a. Exposure to violence or threats of violence
    b. Self- destructive behaviour
    c. Antisocial behaviour
    d. Persistent hostility/rejection
    e. Humiliation/belittling
    f. Scapegoating
    g. Other
5. IF significant neglect:
    a. Clothing or food
    b. Medical care
    c. Shelter
    d. Supervision
    e. Provision of drugs/alcohol
    f. Other

Actions proposed or taken

1. Do you propose to take or have you taken any disciplinary or other action in relation to the employee?
   These actions may be part of your risk management plan to ensure the safety of children.
    a. No action proposed or taken
    b. Action proposed or taken
    c. Unsure

2. Please provide reasons why you intend to take action or not
3. IF action proposed or taken: What action do you propose to take or have you taken toward the employee?
    a. Termination of employment
    b. Suspension with pay
    c. Suspension without pay

d. Limitations on the employee's work practices or activities
e. Demotion
f. Transfer to different duties
g. Written warning
h. Education or training
i. Other

4. Has the employee made a submission about the allegation?
   Natural justice and procedural fairness ordinarily requires that your organisation should fairly consider any submission made by the employee before determining any action. If 'yes' please attach a copy of any written submissions that have been made on the last page of this form.
   a. Yes
   b. No

5. Have you advised any regulator or government funder of the allegation?
   a. Yes (if yes, question 6 below)
   b. No
6. Which regulator(s) have you advised?
   a. Department of Health and Human Services
   b. Department of Education and Training
   c. Victorian Registration and Qualifications Authority
   d. Victorian Institute of Teaching
   e. Department of Justice and Regulation
   f. Department of Environment, Land, Water and Planning
   g. Australian Health Practitioners Regulation Agency
   h. National Health Practitioner Board
   i. Suitability Panel
   j. Other

Any other information

1. Is there any other information you would like to provide at this time?
   Please provide information such as progress on the investigation and any additional details about the child or young person that were not included in your 3-day notification.

Supporting documents

Please provide any further documents you think relevant. This should includes your investigation plan, any steps you are taking to manage risks to children and young people and any written submissions from the employee (formats: PDF, doc, docx, rtf).

If you need to provide any large multimedia files such as videos, photos or audio, please email these to the Commission at Reportable.Conduct@ccyp.vic.gov.au

Review report

Please check the details of your submission carefully. Once you have submitted, you will not be able to edit your submission. You will be sent a receipt of your submission by email, but it will not contain any information contained in the submission.

If you want to retain a copy of your submission you **must** print a copy of this page using the print button below.

By pressing submit you agree that the information you are providing is true and correct to the best of your knowledge.

Confirmation

Thank you for providing your 30 day update. Should the Commission have any queries in relation to your update, we will contact you.

As head of an organisation to which the reportable conduct scheme applies, you have a legal obligation to provide information and updates to the Commission at different stages. For more information about your reporting obligations and timeframes, see Reporting and Investigating Allegations.

Please make sure you keep the case number and password that you used for this update. You will need it to provide other updates relating to this reportable allegation.