Reportable Conduct Scheme Update Form C

# Form C: Investigation outcomes form

By completing this eform you will meet the mandatory requirement of informing the Commission of the final outcomes of the workplace investigation into the reportable allegation. The form will allow you to preview, review and print the information before you submit.

You will need 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), or instead of the 30 day update if the investigation has been completed.

### Outcomes

1. Summary of the investigation

Please outline the details of the allegation(s) you are making. You will have an opportunity to attach additional documents later in this form.

1. Date of the investigation report or conclusion of investigation

Allegation number 1

Please complete the details of each allegation separately. You may add as many allegations as required by selecting 'Add another allegation' below. This information should correspond to the information in your investigation report.

1. Type of allegation
	1. Sexual offence committed against a child
	2. Sexual offence committed with a child
	3. Sexual offence committed in the presence of a child
	4. Sexual misconduct committed against a child
	5. Sexual misconduct committed with a child
	6. Sexual misconduct committed in the presence of a child
	7. Physical violence committed against a child
	8. Physical violence committed with a child
	9. Physical violence committed in the presence of a child
	10. Behaviour that causes significant emotional or psychological harm to a child
	11. Significant neglect of a child
2. Outcomes of the investigation
For more information about the outcomes available, view our [Information sheet 8: Investigation findings](https://ccyp.vic.gov.au/child-safety/resources/reportable-conduct-scheme-information-sheets/#TOC-8). Please note the category names were updated in March 2018
	1. Substantiated
	2. Unsubstantiated – insufficient evidence
	3. Unsubstantiated – lack of evidence of weight
	4. Unfounded
	5. Conduct outside scheme
3. Findings

Please outline the finding for this allegation. There will be an option to upload supporting documents at the end of this form.

## Status of the investigation

1. Has the employee made a submission about the findings

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.

* 1. Yes
	2. No
1. Do you propose to take or have you taken any disciplinary or other action toward the employee?

These actions may be part of your risk management plan to ensure the safety of children.

* 1. No action proposed or taken
	2. Action proposed or taken
	3. Unsure
1. IF action proposed or taken: What action do you propose or have you taken toward the employee?
	1. Termination of employment
	2. Suspended with pay
	3. Suspended without pay
	4. Employee to be supervised
	5. Limitations placed on the employee’s work practices or activities
	6. Demotion
	7. Transferring to different duties
	8. Written warning
	9. Education or training
	10. Other
2. IF no action proposed or taken or unsure: Please provide further information

If not action has been taken include the reason(s) for your decision.

### Further 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 details of the findings associated with each allegation. You can upload any supporting written documents if you need, such as a written submission by your employee and copies of any evidence you relied upon (formats: PDF, doc, docx).

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 investigation outcome 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](http://ccyp-staging.studiothick.com/reportable-conduct-scheme/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.