

Information sheet 7

Reporting to the Commission

When does the Commission need to be told about a reportable allegation?

Three business day notification

When the head of an organisation becomes aware of a reportable allegation against a worker or volunteer, they must notify the Commission for Children and Young People within three business days.

30 calendar day update

Within 30 calendar days after becoming aware of a reportable allegation, a head of an organisation must provide the Commission with detailed information about the allegation, disciplinary or other actions undertaken, and the response of the worker or volunteer to the allegation.

Advice on investigation

The allegation must be investigated as soon as practicable after the head of organisation becomes aware of it. The investigation may be conducted by the organisation, their regulator or an independent investigator. The head must inform the Commission of who will conduct the investigation.

Outcomes of investigation

At the conclusion of an investigation into a reportable allegation, a final investigation report must be prepared. The final investigation report should set out the findings, reasons for the findings and recommendations made at the conclusion of the investigation. A copy of the final investigation report should be provided to the Commission as soon as practicable.

What information does the Commission need?

The types of information that the Commission will seek are set out in the diagram below.

Three business day notification	30 calendar day update	Advice on investigation	Outcomes of investigation	Additional documents
<ul style="list-style-type: none">• Name of the worker or volunteer• Date of birth• Police report• Organisation contact details• Head of organisation's name• Initial advice on the nature of the allegation	<ul style="list-style-type: none">• Details of the allegation• Details of your response to the allegation• Details about any disciplinary or other action proposed• Any written response from the worker or volunteer about the allegation and the proposed disciplinary or other	<ul style="list-style-type: none">• Name of investigator• Contact details• As soon as practicable	<ul style="list-style-type: none">• Copy of findings and reasons for the findings• Details about any disciplinary or other action proposed• Reasons for taking or not taking action• As soon as practicable	<ul style="list-style-type: none">• The Commission may request further documents from the head of the organisation

It is a criminal offence for a head of an organisation to fail to comply with the three business day and 30 calendar day notification obligations without a reasonable excuse.

How do I give the Commission information?

The Commission will operate an online form for heads of organisations to notify of a reportable allegation, which will guide them through the notification process. Supporting documentation can be submitted through the online form. The Commission requires that heads of organisations use the online form.

If you are not the head of an organisation you can still tell the Commission about a reportable allegation by using the online form, calling or writing to the Commission.

If you are in doubt about how to complete the online form, we encourage you to contact the Commission for advice and support.

What matters should be reported to Victoria Police?

All suspected criminal behaviour should be reported to Victoria Police.

If the reportable allegation involves suspected criminal behaviour, both Victoria Police and the Commission must be notified.

If you are unsure of how to proceed, contact the Commission or Victoria Police for guidance.

If an organisation becomes aware that Victoria Police will investigate a reportable allegation, they must not begin or continue their own investigation. Organisations should wait until police advice that its investigation has concluded or that the organisation's investigation may be conducted simultaneously.

Where to go for help

Organisations covered by the Reportable Conduct Scheme should contact the Commission for clarification and guidance, and to talk through any issues of concern.

- Telephone: 8601 5281
- Email: childsafestandards@ccyp.vic.gov.au

Further information is also available on the Commission for Children and Young People's website at www.ccyp.vic.gov.au