



COMMISSION FOR CHILDREN
AND YOUNG PEOPLE

Reportable Conduct Scheme Notification

Form: Three-day notification (heads of organisation/Department delegates)

By completing this eform you will meet the minimum requirement for the mandatory 3 business day notification by heads of entity. You can preview and print the information before you submit.

Once you submit the information, you will be given a case number and password which will be required for subsequent updates. The case number and password will also be emailed to you.

NOTE: if this report involves family violence or criminal conduct please ensure that you have reported the matter to Police. You cannot commence your investigation until you have contacted the Police.

Details of the head of organisation

1. First name
2. Last name
3. Phone number
4. Email

Is the person completing this form the head of the organisation?

If no, provide:

1. Organisation contact's first name
2. Organisation contact's last name
3. Phone number
4. Email

Details of your organisation

The law sets out the types of organisations that are required to notify us of reportable allegations. For more information on organisations, refer to our [For organisations](#) page.

1. Organisation name
2. Address line 1
3. Address line 2

4. Town/suburb
5. State
6. Postcode
7. What type of organisation are you?
This helps us identify if your organisation is in scope. Select the category that best describes your organisation's primary function.
 - a. A department
 - b. A public hospital
 - c. Child care centres
 - d. Child protection services
 - e. Denominational hospital
 - f. Disability service provider that provides residential services for children with a disability
 - g. Drug or alcohol services that provide in-patient beds for children and young people
 - h. Government school
 - i. Homelessness service
 - j. Kindergarten
 - k. Non-government school
 - l. Other disability service provider
 - m. Out-of-home care services
 - n. Overnight camps for children as its primary activity
 - o. Registered overseas student exchange organisations
 - p. Registered schools that provide education and training courses to overseas students
 - q. Registered secondary providers that provide approved education courses to students from overseas
 - r. Religious body
 - s. Residential facilities
 - t. Statutory bodies.

Details of the allegation(s)

1. Was the allegation(s) reported to the head of organisation by another person ? (if yes, question 2 below)
 - a. Yes
 - b. No
2. When was the allegation(s) reported to the head of organisation?
3. First name of employee
This is the employee who is alleged to have committed the reportable conduct. The scheme applies to allegations about adult employees as well as any other adults engaged directly to provide services (such as volunteers, contractors, office holders and officers). The scheme also applies to ministers of religion, religious leaders and some foster and kinship carers. It does not apply to people engaged indirectly, such as agency staff, labour-hire workers or subcontractors.
4. Middle name of employee (if known)
5. Last name of employee
6. Former names or aliases (if known)
7. Is the person over 18 years of age?



The Commission can only accept allegations made about persons who are 18 years or older. If the allegation is about a person younger than 18, please call the Commission on (03) 8601 5281 for further advice.

- a. Yes (if selected, question 8 below)
 - b. No
 - c. Don't know
8. Employee's date of birth
9. Working with Children Check
If you know the employee's Working with Children Check number, please enter it here
10. Teacher registration number
If you know the employee's teacher registration number, please enter it here

Details of the alleged victim(s)

Please complete details of each alleged victim separately. You may add as many alleged victims as required by selecting 'Add alleged victim' below.

1. First name
2. Surname
3. Date of birth
4. Is the alleged victim from a Culturally and linguistically diverse (CALD) community?
5. Is the alleged victim from a Koori community?

Details of the alleged conduct

1. When did the alleged conduct occur?
2. Where did the alleged conduct occur?
The law encompasses reportable conduct whether or not it occurred within the course of the person's employment.
 - a. In the course of employment
 - b. Outside the course of employment
 - c. Unknown
3. Allegation type (check boxes)
Please select all relevant 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
4. Summary of allegation
Please outline the details of the allegation as you currently understand them, including where it occurred. You can also indicate, if known, who will conduct the



investigation and what steps the organisation has taken to mitigate risks of harm to children.

Police report

1. Has this matter been reported to police? (if yes, further questions below)
This includes reports you, your organisation, or any other person has reported.
 - a. Yes
 - b. No
2. When was the police report made?
3. Please provide the police report reference number (if known)
4. Name of police station, officer and rank the report was made to (if known)

Supporting documentation

Please upload any documents that you think are relevant to this report, such as incident reports and any risk management plans for the children or young people.

You may attach files of type pdf, doc, docx, rtf, zip up to a maximum total size of 10MB.

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.

If you have any issues with submitting this form, please call the Commission on (03) 8601 5281 or email Reportable.Conduct@ccyp.vic.gov.au.

Confirmation

Thank you for your submission.

Your case number is RCS-2017/0000 [example only]

Your password is 874bf7cc-0645-43e9-af12-ff7c6f131343 [example only]

Make sure you keep these numbers safe – you will need them to provide the Commission with updates about the allegation. We have also emailed you a receipt of your submission, which contains these reference numbers.

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](#).

To provide the Commission with further updates to this matter, including any investigation outcomes, please use the case number and password quoted above when filling out the form.