

# 30 day update webform guide

Your 30 day update should be submitted via the secure web form at  
<https://ccyp.vic.gov.au/report-an-allegation/notify-about-a-reportable-allegation>

The Commission recommends using the latest version of Google Chrome to complete the web form.

- This guide contains information to assist you to complete a 30 day update in relation to a mandatory notification under the Reportable Conduct Scheme (the Scheme) using the Commission for Children and Young People's (the Commission) online webform.
- Heads of organisations (or their authorised officer or delegate) should use the webform to submit an update to the Commission that is required within 30 calendar days after becoming aware of a reportable allegation.
- If you have finalised your investigation within 30 days (including making findings) use the Investigation Outcomes form instead.
- You will require the case number and password provided when you submitted your mandatory notification in order to make the update. The case number and password will have been emailed to you. If you do not have these details, please contact the Commission on (03) 8601 5281.
  - If you have any issues with submitting the web form, please call the Commission on (03) 8601 5281 or email [contact@ccyp.vic.gov.au](mailto:contact@ccyp.vic.gov.au) You must complete the webform in one session - you will not be able to save the form to submit at a later date. We suggest you gather all of the required information before you start the webform. This guide will help you do this.
  - You should preview and print the information before you submit to the Commission so that you have a copy.



Reminder: If this notification involves **family violence or you are worried for somebody's safety**, please contact Victoria Police if you have not already done so.

If your notification involves **criminal conduct**, you must report to Victoria Police if you have not already done so and you cannot commence your investigation until Victoria Police have given you clearance. Consider whether you have received any new information about potentially criminal conduct or family violence that you should share with Victoria Police.

You will be asked to confirm that have read and understood the [privacy collection notice](#).

## Information about the allegation(s)

### 1. Please provide any new information about the allegation(s)

*This may include further details about the nature, timing and location of the alleged conduct, the worker or volunteer who was alleged to have committed the conduct, and the alleged victim(s) that was not provided in the initial notification.*

## Please add any new allegations

1. Date of alleged conduct
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.*
  - In the course of employment
  - Outside the course of employment
  - Unknown
3. Allegation type  
*Please select all relevant types of conduct. For more information about the types of reportable conduct, see [Information sheet 2: What is reportable conduct?](#)*
  - Sexual offence committed against a child
  - Sexual offence committed with a child
  - Sexual offence committed in the presence of a child
  - Sexual misconduct committed against a child
  - Sexual misconduct committed with a child
  - Sexual misconduct committed in the presence of a child
  - Physical violence committed against a child
  - Physical violence committed with a child
  - Physical violence committed in the presence of a child
  - Behaviour that causes significant emotional or psychological harm to a child
  - Significant neglect of a child

## Alleged victim/s (full names)

**You can add a maximum of 10 alleged victims per allegation in the web form. Please attach details of any additional alleged victims in the supporting documentation, actions proposed or taken**

1. Do you propose to take, or have you taken any action in relation to the worker or volunteer?  
*This includes any actions you may take as part of your risk management plan to ensure the safety of children.*
  - No action proposed or taken
  - Action proposed or taken
  - Decision not yet made

If action proposed or taken, what action do you propose to take or have you taken toward the worker or volunteer?

- Termination of employment or volunteer engagement
  - Suspended with pay
  - Suspended without pay
  - Worker or volunteer to be supervised
  - Limitations placed on worker's or volunteer's work practices or activities
  - Transferring to different duties
  - Written warning
  - Education or training
  - Refer to Suitability Panel
  - Worker or volunteer resigned
  - Removed from engagement with children
  - Other (please provide more information)
2. Please explain **why** you: will take action; have already taken action; or won't be taking any action.

3. Has the worker or volunteer been notified of the reportable allegations?
4. Please specify when and how the worker or volunteer was notified or provide reasons as to why the worker or volunteer was not notified
5. Has the worker or volunteer made a submission about the allegation (written or verbal)?  
*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 submission, or notes of any verbal submissions that have been made.*
6. Have you advised any regulator or government funder of the allegation?  
If yes, which regulator(s) or funder(s) have you advised?
  - Australian Health Practitioners Regulation Agency
  - Department of Education and Training
  - Department of Environment, Land, Water and Planning
  - Department of Health
  - Department of Families, Fairness and Housing
  - Department of Justice and Community Safety
  - NDIS Quality & Safeguards Commission
  - Victorian Disability Worker Commission
  - Victorian Institute of Teaching
  - Victorian Registration and Qualifications Authority
  - Suitability Panel
  - Other

## Alleged victims

You can add:

- new details about a previously identified alleged victim and
  - details of any further alleged victims you've identified
1. First name
  2. Surname
  3. Date of birth
  4. What is the alleged victim's gender?
  5. Is the alleged victim from a culturally diverse community?
  6. Does the alleged victim identify as an Aboriginal or Torres Strait Islander?
  7. Is the alleged victim a person with disability?

## Further information

Is there any other information you would like to provide at this time?

## Supporting documents

Please attach any further documents you think relevant, including:

- your investigation plan
- conflict of interest management plan if relevant
- any steps you are taking to manage risks to children and young people
- any written submissions from the employee
- any other relevant documents or multimedia files (such as videos, photos or audio), up to 10MB.

## Review report

Please check the details of your submission carefully. Once you have submitted, you will not be able to edit your submission.

If you want to retain a copy of your submission for your records you must print a copy using the print button **before you submit**.

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

You will be sent an acknowledgement of receipt of your submission by email, but it will not contain any information contained in the submission.

## Confirmation

Once you have submitted, you will be provided with the following acknowledgement:

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

If you have not received this acknowledgement, you should contact the Commission as it may indicate your update has not been successfully submitted.

Head of organisations have legal obligations to provide information and updates to the Commission at different stages. For more information about your reporting obligations and timeframes, see [Notifying a reportable allegation](#).

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 notification.