

Investigator update webform guide

Your investigator 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 provide details about which investigator is engaged to conduct your Reportable Conduct Scheme investigation using the Commission for Children and Young People's (the Commission) online webform.
- You can submit the update at any time, but must do so as soon as practicable after making a mandatory notification.
- 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 this update via the web form, please call the Commission on (03) 8601 5281 or email 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 you have read and understood the [privacy collection notice](#).

Details of the investigator

1. Is your organisation undertaking the investigation internally?

If yes: name of internal investigator or person responsible for investigation

If no:

- Name of the investigator or investigative body:
- Address:
- Phone:
- Email:



Further information

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 mandatory notification.

Supporting documents

Please attach any further documents you think relevant to share with the Commission, including:

- your investigation plan
- terms of reference for the investigation
- conflict of interest management plan if relevant
- any additional details about the child or young person that were not included in your 3-day notification
- any other information, such as progress on the investigation
- any other relevant documents or multimedia files (such as videos, photos or audio).

For more information on investigation plans, conflict of interest and terms of reference, see the Commission's [Guidance for organisations – investigating a reportable allegation](#)

