Other information update webform guide

**Your 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 Chrome or Firefox web browsers to complete the web form.

- This guide contains information to assist you to submit any documents, or information required by a notice to produce, or any other information relevant to a Reportable Conduct Scheme matter that are not captured in the other forms using the Commission for Children and Young People's (the Commission) online webform.

- 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.

- This document summarises the information you will need to enter on the other information update web form and can be used to draft your update. 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

  o 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.

  o You should preview and print the information before you submit to the Commission so that you have a copy.

You will be asked to confirm that you have read and understood the privacy collection notice

Update information

1. What is the purpose of this update?

2. 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:
- supporting written documents
- relevant multimedia files (such as videos, photos or audio), to a 10MB limit.

COMMISSION FOR CHILDREN
AND YOUNG PEOPLE