

Public notification of reportable allegation webform guide

Your notification can 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.

- Any person can notify the Commission about allegations of reportable conduct by a person against a child or young person they believe is covered by the Reportable Conduct Scheme (the Scheme). Notifications can be made to the Commission by any person, including children and young people, victims, parents, the general public, workers, police or other regulators.
- Alternatively, you can choose to directly notify the organisation who employs or engages the person about the allegations. Heads of certain organisations are required to notify the Commission within 3 business days of receiving a reportable conduct allegation. For more information on who is considered the head of an organisation view our [For organisations page](#).
- Before making a notification, we suggest you read the following [information sheets](#):
 - Information sheet 1: About the Reportable Conduct Scheme
 - Information sheet 2: What is reportable conduct?
- This document summarises the information you will be asked to enter on the Commission's notification web form. If you have any issues submitting this notification via the webform, please call the Commission on 1300 78 29 78 or email contact@ccyp.vic.gov.au
- The webform must be completed 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 information before you start the webform. This guide will help you do this. If you don't have all of the information requested, just provide as much as you can.
- You can make a notification to the Commission over the phone or via email instead of using the webform if you prefer.
- There are a range of services you could find helpful if you need support. These include:
 - 1800RESPECT – support for people who have experienced violence and abuse. They also provide information for people supporting someone who is experiencing violence and abuse. Call 1800 737 732 or 1800respect.org.au/
 - Beyond Blue – support for people experiencing anxiety, depression and mental illness. Call 1300224 636 or beyondblue.org.au/
 - Kidshelpline – support for children and young people. Call 1800 551 800 or <https://kidshelpline.com.au/>

Contact the Commission on 1300 78 29 78 if you have any questions.



If this notification involves **family violence** or **you are worried for somebody's safety**, please consider immediately contacting Victoria Police.

If your notification involves **criminal conduct**, the Commission must report to Victoria Police and a Reportable Conduct Scheme investigation cannot commence until Victoria Police have given clearance.



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

Your details:

Your contact details assist the Commission to verify and respond to an allegation.

You can choose not to provide your details and remain anonymous. This may limit the action the Commission or the head of the organisation can take to investigate the allegations.

1. First name
2. Last name
3. Phone
4. Email
5. What is your relationship to the organisation you are making a report about?
The Commission is required to treat information about reportable allegations confidentially. Our ability to disclose information to you about this allegation may depend on your relationship to the organisation or the alleged victim.
 - I work for the organisation
 - I volunteer at the organisation
 - I am a parent/carer or guardian of a child who is an alleged victim of reportable conduct
 - I am a parent/carer or guardian of another child
 - I am a child or young person
 - Other (please specify)
6. Do you consent to us disclosing your details to the organisation?
The Commission will not share your details with the organisation without your consent.

Details of the allegation(s)

If you don't have all the details, fill in as much information as you can.

1. Name of the worker or volunteer
This is the person who is alleged to have committed the reportable conduct. For information on who is considered a 'worker or volunteer' under the scheme, please see our information sheet [About the Reportable Conduct Scheme](#).

First name
Middle name (if known)
Last name
2. Former names or aliases of worker or volunteer (if known)
3. Was the person at least 18 years old at the time of the alleged conduct?
Note that the Commission cannot accept allegations against a person under 18 years old. If yes, add the worker or volunteer's date of birth if known.
4. What is the worker's or volunteer's gender?
5. What organisation does the worker or volunteer work for?
6. Working with Children Check number (if known)
7. Teacher registration number (if known)
8. Who is the head of the organisation (if known)?
This may be the Chief Executive Officer, the Secretary of the Department, or the Principal Officer (i.e. the person who is primarily responsible for the organisation's compliance with the Reportable Conduct Scheme)

9. Have you reported the allegation to this organisation?
If yes, add the date the allegation(s) reported to the head of organisation.

Details of the alleged victims

If you don't have all the details, fill in as much information as you can. You will be asked to complete the details of each alleged victim separately

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?

Details of the alleged conduct

You will be asked to complete the details of each allegation separately.

1. Date of alleged conduct
2. Summary of allegation(s)

Please describe the alleged conduct in as much detail as possible, including the location at which the alleged conduct occurred. Outline the details of the allegation(s) you are making. If you have supporting documents, you can upload them with the notification.

Police Report

1. Has this matter been reported to police?
This includes reports you, your organisation or any other person has reported
If yes:
 - When was the police report made?
 - Please provide the police report reference number (if known)
 - Name of police station, officer and rank the report was made to (if known).

Supporting documents

Please attach any further documents or multimedia files (such as videos, photos or audio) you think relevant to this report, up to a limit of 10MB.

