



TYPE: People & Culture

DATE: 20/02/18

## Reportable Conduct Scheme- Reporting Process

People & Culture: Synod Employees

<b>Who can report?</b>	Employees and Volunteers/ associates or representatives of UCA	Parents/Guardian/Community Members	Child
<b>Who can the allegation be made about?</b>	<ul style="list-style-type: none"> <li>Any person over 18 years of age who is an employee, volunteer, contractor covered by the reportable scheme (Even if they do not have direct contact with children and the conduct occurred outside of their work)</li> </ul>		
<b>What to report?</b>	<ul style="list-style-type: none"> <li>a sexual offence committed against, with, or in the presence of a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded</li> <li>sexual misconduct committed against, with, or in the presence of a child</li> <li>physical violence committed against, with, or in the presence of a child</li> <li>any behaviour that causes significant emotional or psychological harm to a child</li> <li>significant neglect of a child.</li> </ul>		
<b>When to report?</b>	<b>Reportee:</b> Within 24 hours or as soon as practically possible		
<b>Who to report to?</b>	<b>Reportee:</b> Contact Officer (Director P&C) or police		
<b>What will happen?</b>	<ul style="list-style-type: none"> <li>Contact officer will assess severity against thresholds and inform General Secretary.</li> <li>If reportable, GS will notify the commission via online forms within 3 business days</li> <li>For potential police cases, police will be notified, any investigation will take place after receiving clearance from Victoria police.</li> <li>The General Secretary (GS) will delegate responsibility for an investigation of allegations to the contact officer</li> <li>Contact officer may engage external investigation unit to conduct an investigation.</li> <li>General Secretary will advise the commission who is undertaking the investigation</li> </ul>		
<b>Possible outcomes</b>	<ul style="list-style-type: none"> <li>Report will be received and reviewed by the contact officer and General Secretary</li> <li>Within 30 days, an update about the reportable allegation will be shared with the commission.</li> <li>The commission will provide support and guidance.</li> <li>Following the completion of an investigation, the Commission may report substantiated allegations to the Working with Children's Check unit as a part of ensuring individuals who pose a risk to children are not permitted to work with children.</li> </ul>		

