



Reportable Conduct Policy

Introduction

The protection of children and young persons is the responsibility of everyone who works at Red Rock Christian College including its staff, contractors, parents and volunteers. We all share responsibility for promoting the wellbeing and safety of children. The Reportable Conduct Scheme is administered by the Commission for Children and Young People. The Scheme provides for the reporting to the Commission of allegations of reportable conduct, or misconduct that may involve reportable conduct, **committed by employees** (including volunteers, contractors and office holders) **within or connected to Red Rock Christian College.**

Purpose

The purpose of this policy is to ensure that Red Rock Christian College complies with its obligations under the Reportable Conduct Scheme. The Principal is responsible for ensuring compliance by the College with its obligations under the Reportable Conduct Scheme. In particular, the Principal will ensure that Red Rock Christian College has in place:

- a system for preventing the commission of reportable conduct by an employee of the School within the course of his or her employment;
- a system for enabling any person, including employees of the School, to notify the Principal of a reportable allegation of which the person becomes aware, or to notify the Chairman of Board of an allegation involving the Principal;
- a system for investigating and responding to a reportable allegation against an employee of the School.

Everyone involved in Red Rock Christian College has a role to play, and may disclose an allegation of reportable conduct involving an employee to the Commission or to the Principal.

Definitions

Child	A child is an individual who is under the age of 18 years.
Employee	For the purposes of this policy an employee is a person of or over the age of 18 years who is: <ul style="list-style-type: none"> a. An employee of Red Rock Christian College, whether or not the person is employed in connection with any work or activities of Red Rock Christian College that relate to children b. Engaged by Red Rock Christian College to provide services, including as a volunteer, contractor, office-



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	holder or officer, whether or not the person provides services to children
Reportable Conduct	<p>There are five types of 'reportable conduct' listed in the <i>Child Wellbeing and Safety Act 2005</i>:</p> <ol style="list-style-type: none"> 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; sexual misconduct committed against, with or in the presence of, a child; physical violence committed against, with or in the presence of, a child; any behaviour that causes significant emotional or psychological harm to a child; or significant neglect of a child
Sexual misconduct	Sexual misconduct includes behaviour, physical contact or speech or other communication of a sexual nature, inappropriate touching, grooming behaviour and voyeurism

Reportable Allegation

Any person who has any information that leads him/her to form a reasonable belief that an employee of Red Rock Christian College has committed:

(a) reportable conduct; or

(b) misconduct that may involve reportable conduct, is encouraged to report such information to the Principal:

- in writing addressed to the Principal in a sealed envelope marked Private and Confidential and delivered to the School's reception or to the Principal's office
- By post in writing addressed to:
The Principal
Red Rock Christian College
PO Box 455 Sunbury, Vic 3429
- by email marked – Reportable Conduct – sent to – kmccoy@redrock.vic.edu.au
- by telephone advising that the person wishes to report an allegation of reportable conduct to the Principal:
Phone: 97405400

If the person has information of a reportable allegation involving the Principal of Red Rock Christian College, the person may directly notify the Chairperson of the Board of Governance:

- in writing addressed to the Chairperson of the Board of Governance in a sealed envelope marked Private and Confidential and delivered to the College administration office.



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- in writing sent by post addressed to:
The Chairperson of Board of Governance
c/ - Red Rock Christian College
PO Box 455 Sunbury, Vic 3429

A report may also be made directly to the Commission for Children and Young People at:
Commission for Children and Young People
Level 18, 570 Bourke St, Melbourne Vic 3000
Telephone: (03) 8601 5281
Email: childsafestandards@ccyp.vic.gov.au

A report may be made whether or not the conduct or misconduct is alleged to have occurred within the course of the employee's employment with Red Rock Christian College.

Preventing Reportable Conduct from Occurring

Red Rock Christian College has policies and practices that take a preventative approach to keeping children safe, and for the early identification and response to risks of child abuse in the College's physical (extending to sites for excursions and camps) and online environment.

- Child Safe Code of Conduct
- Child Safe Commitment Statement and strategies
- Child Safe Reporting Policy and Procedures
- Risk Management Assessment

Procedures for Responding to and Reporting Policy and Procedures

Red Rock Christian College has procedures for responding to and reporting suspected abuse of a child currently in its care. The College also has practices and policies that support, and enable staff, parents and children to understand, identify and report child safe matters. Such policies include:

Child Safe Strategies documents:

- What Is Child Abuse?
- How do I respond?
- Mandatory Reporting

Reportable Allegations Investigation

As soon as practicable after becoming aware of a reportable allegation against an employee, the Principal will commence an investigation, which may include the appointment of an independent investigator. (see Procedures for conducting investigation)

If an allegation involves a possible criminal offence, the Principal will first contact Victoria Police and only begin an investigation if cleared by Victoria Police.



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When an independent investigator has been appointed, the person appointed to conduct the investigation will decide the appropriate process for the investigation, taking into account the principles of natural justice, and will advise the parties of such matters.

The investigator will, as soon as practicable:

- conduct an investigation into the allegation
- conduct interviews of relevant persons and seek further information he/she deems necessary
- provide the Principal a confidential report of his/her finding in relation to the allegations against the employee; and
- if requested, make recommendations about what disciplinary or other action should be taken

The principal will consider findings and recommendations (if any) and determine what further action to take in relation to the allegations.

If the Principal becomes aware of a reportable allegation against an employee of Red Rock Christian College she will notify the Commission in writing in accordance with the following guidelines:

<p>Within 3 business days after becoming aware of the allegation</p>	<ul style="list-style-type: none"> • the name and date of birth (if known) of the employee involved • whether Victoria Police has been contacted • contact details for the school and the principal
<p>As soon as practicable and within 30 calendar days</p>	<ul style="list-style-type: none"> • details of the allegation • details of the school's response to the allegation • reasons for whether or not any disciplinary or other action is proposed • any written response from the employee concerning the allegation that the employee wished to have considered in determining what, if any, disciplinary or other action should be taken
<p>Advice on investigation – as soon as practicable</p>	<ul style="list-style-type: none"> • Name of investigator
<p>Outcomes of investigation – as soon as practicable</p>	<ul style="list-style-type: none"> • A copy of the findings and reasons for the findings • Details of any disciplinary or other action that the Principal proposes to take • Reasons for taking or not taking any disciplinary or other action
<p>Additional documents and information</p>	<ul style="list-style-type: none"> • Any information or documents relating to the allegation or an investigation that the Commission may request

Communication



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The school community will be informed of this policy. It will be made available on the school website and communicated in the School's newsletter. Staff will be informed at the first staff meeting and will form part of the induction process for new staff. The document will be available to staff in the STAFF HUB.

Helpful Resources

<https://ccyp.vic.gov.au/child-safety/resources/reportable-conduct-scheme-information-sheets/#TOC-2>