

Introduction to the Reportable Conduct Scheme

About the Reportable Conduct Scheme

The Victorian Reportable Conduct Scheme requires some organisations to report allegations of child abuse and child-related misconduct made about their workers or volunteers to the Commission for Children and Young People.

The scheme aims to improve how organisations respond to allegations of child abuse and child-related misconduct.

Under the scheme:

- organisations must respond to allegations of child abuse and child-related misconduct made against their workers and volunteers
- organisations must tell the Commission about allegations
- the Commission oversees how organisations respond to and investigate allegations
- organisations, regulators, the police, the Working With Children Check and the Commission share information.

Organisations must still report any behaviour that may be criminal to police. If police are involved, organisations must still investigate, but only after police say it is OK to start.

What type of conduct is reportable?

- sexual offences involving a child
- sexual misconduct involving a child
- physical violence involving a child
- any behaviour that causes significant emotional or psychological harm to a child
- significant neglect of a child.

A child includes anyone under 18 years of age.

For more information about types of reportable conduct, go to [About the Reportable Conduct Scheme](#) on the Commission's website.

Who does the scheme apply to?

The scheme can apply to the following people engaged in certain organisations:

- employees
- volunteers
- some contractors
- office holders
- ministers of religion
- officers of a religious body.

For more information about organisations that are included, go to [For organisations](#) on the Commission's website.

What are the organisations' obligations?

The head of an organisation is legally responsible for carrying out obligations under the scheme. The head of an organisation may be:

- the Chief Executive Officer
- the Principal Officer of the organisation
- the Secretary, if the organisation is a Victorian Government Department.



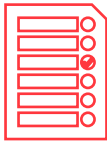

If the organisation does not have a CEO, principal officer or equivalent, they can nominate one. The form for this is at [Nominating a head of organisation](#) on the Commission's website.

The head of an organisation needs to:

- take steps to keep children safe
- make sure the organisation has ways for a complaint or allegation to be made.

If you are not sure who is the head of your organisation, contact the Commission for help.

What must the head of an organisation do?

 Notify	Notify the Commission within 3 business days of becoming aware of an allegation.
 Investigate	<ul style="list-style-type: none">• Investigate an allegation• Tell the Commission who is doing the investigation• Manage risks to children.
 Update	Give the Commission a detailed update within 30 calendar days of becoming aware of an allegation.
 Outcomes	Tell the Commission about the result of the investigation, what the organisation will do next and why.

It is a criminal offence for a head of an organisation to not comply with the **3 business day** and **30 calendar day** notification rules.

More information about the responsibilities of the head of an organisation can be found on our website.

Where to get help

You can contact the Commission by:

- Telephone: (03) 8601 5281
- Email: contact@ccyp.vic.gov.au

You can also find more information on the Commission's website: www.ccyp.vic.gov.au

If you need an interpreter, please call the Translating and Interpreting Service on 13 14 50 and ask them to contact the Commission for Children and Young People on 03 8601 5281.