

Investigation outcomes webform guide

Your investigation outcome 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 the latest version of Google Chrome to complete the web form.

- This guide contains information to assist you to provide the Commission with the findings and outcomes from your Reportable Conduct Scheme investigation 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.
 - 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
 - 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.
 - 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](#)

Outcomes

1. Summary of the investigation
Please outline the key steps taken and approach adopted to explain how the allegations were investigated. Please ensure that you have considered the relevant reportable conduct thresholds in making your findings and those considerations are articulated in your investigation documentation.
2. Date that findings were made:

Allegations

Please complete the details of each allegation separately. You may add as many allegations as required. This information should correspond to the information in your investigation report.

1. Allegation type

Please select all relevant types of conduct. For more information about the types of reportable conduct, see [Information sheet 2: What is reportable conduct?](#)

- Sexual offence committed against a child
- Sexual offence committed with a child
- Sexual offence committed in the presence of a child
- Sexual misconduct committed against a child
- Sexual misconduct committed with a child
- Sexual misconduct committed in the presence of a child
- Physical violence committed against a child
- Physical violence committed with a child
- Physical violence committed in the presence of a child
- Behaviour that causes significant emotional or psychological harm to a child
- Significant neglect of a child.

2. Investigation Findings

For more information about the available findings, see [Information Sheet 8: Investigation findings](#)

- Substantiated
- Unsubstantiated - insufficient evidence
- Unsubstantiated - lack of evidence of weight
- Unfounded
- Conduct outside scheme

3. Reasons for investigation findings

Please outline the reasons for the finding made. Attach any supporting documents

Status of the investigation

You should ensure your investigation report or other supporting documents address in detail how you completed any actions outlined above and, if actions were not taken, the reasons why.

1. Has the worker or volunteer been told about the Scheme as part of this investigation?
 - No
 - Unknown
 - Yes – in writing
 - Yes – verbally
2. Was the worker or volunteer told about the allegations and given an opportunity to respond before the findings were made?

3. Has the worker or volunteer made a written submission about the allegation?
Natural justice and procedural fairness ordinarily requires that your organisation should fairly consider any submission made by the employee before determining any action. If 'yes' please attach a copy of any written submissions that have been made.
4. Has the worker or volunteer been notified of the findings?
- No
 - Unknown
 - Yes – in writing
 - Yes – verbally
5. Has the worker or volunteer been informed that substantiated findings can be referred to the Department of Justice and Community Safety for a Working with Children Check re-assessment?
- No
 - Unknown
 - Yes – in writing
 - Yes – verbally
6. If the worker or volunteer is a registered teacher, were they informed that reportable allegations and findings are referred to the Victorian Institute of Teaching?
- No
 - Unknown
 - Yes – in writing
 - Yes – verbally
7. Do you propose to take, or have you taken any action in relation to the worker or volunteer?
This includes any actions you may take as part of your risk management plan to ensure the safety of children.
- No action proposed or taken
 - Action proposed or taken
 - Decision not yet made

If action proposed or taken, what action do you propose to take or have you taken in relation to the worker or volunteer?

- | | |
|--|--|
| <ul style="list-style-type: none"> • Termination of employment or volunteer engagement • Suspended with pay • Suspended without pay • Worker or volunteer to be supervised • Limitations placed on worker's or volunteer's work practices or activities • Transferring to different duties | <ul style="list-style-type: none"> • Written warning • Education or training • Refer to Suitability Panel • Worker or volunteer resigned • Removed from engagement with children • Other (please provide more information) |
|--|--|

8. Please explain why you: will take action; have already taken action; or won't be taking any action.

9. Have you advised any regulator or government funder of the allegation?

If yes, which regulator(s) or funder(s) have you advised?

- Australian Health Practitioners Regulation Agency
- Department of Education and Training
- Department of Environment, Land, Water and Planning
- Department of Health
- Department of Families, Fairness and Housing
- Department of Justice and Community Safety
- NDIS Quality & Safeguards Commission
- Victorian Disability Worker Commission
- Victorian Institute of Teaching
- Victorian Registration and Qualifications Authority
- Suitability Panel
- Other (please provide more information).

Alleged victims

You can add:

- New details about a previously identified alleged victim
- Details of any further alleged victims you've identified

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?

Further information

Is there any other information you would like to provide at this time?

Please feel free to provide any other information you think is relevant.

Supporting documents

Please provide details of the findings associated with each allegation. You can provide:

- Investigation report and attachments
- any supporting written documents, such as a written submission by your worker or volunteer and copies of any evidence you relied upon
- any other relevant documents or multimedia files (such as videos, photos or audio), up to 10MB.