

Mandatory notification webform guide (head of organisation)

Your notification 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 complete a mandatory notification under the Reportable Conduct Scheme (the Scheme) using the Commission for Children and Young People's (the Commission) online webform.
- Heads of organisations (or their authorised officer) should use the webform to submit a mandatory notification that is required within three days of becoming aware of a reportable allegation.
- If you have any issues with submitting this notification via 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.
 - Once you submit the notification, you will be given a case number and password which you will need to provide later updates to the Commission. The case number and password will also be emailed to you. If you have not received a case number and password, you should contact the Commission as it may indicate your notification has not been successfully lodged.



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

If your notification involves **criminal conduct**, you must report to Victoria Police and you cannot commence your investigation until Victoria Police have given you clearance.

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

Details of the head of your organisation:

- First name
- Last name
- Phone
- Email address.

Is the person completing this form the head of the organisation?

If no, provide your:

- First name
- Last name
- Phone
- Email address.



If you are acting on behalf of the head of the organisation and you do not ordinarily deal with reportable conduct matters, or are not an employee of the organisation, you must have authority to submit the notification.

An authority to act can be issued for one reportable conduct matter or to establish authority to act on an ongoing basis. If an authority to act is ongoing it only needs to be provided to the Commission once.

Details of your organisation

Certain types of organisations must comply with the Reportable Conduct Scheme (the Scheme). Click [here](#) to see a list of the organisations covered by the Scheme.

1. Organisation name (including the details of the specific service or location if the organisation has multiple service delivery types or locations)
2. Address line 1
3. Address line 2
4. Town / suburb
5. State
6. Postcode
7. What type of organisation are you?

This helps us identify if your organisation is in scope. You will be asked to select the category that best describes your organisation's primary function from the following:

Childcare

- Family day care
- Kindergarten
- Long day care
- Occasional care/limited hours service/short-term service/flexible or casual care
- Outside school hours care (including school holidays)

Child protection

Department

Disability service

- Shared Supported Accommodation/Residential service
- Other disability service provider

Education

- School
- Overseas student exchange organisations or education providers

Details of the allegation(s)

You will be asked to provide the details about the reportable allegations

1. When was the allegation(s) reported to the head of organisation?

Health

- Public Hospital
- Denominational/Private Hospital
- Mental health service with in-patient beds
- Drug or alcohol service with in-patient beds

Out of home care

Recreation, parks and culture

- Library
- Museum, gallery or arts centre
- Nature park, botanical garden or zoological park

Religious body

Youth Justice

Other services

- Housing or homelessness service
- Overnight camps
- Public services (not elsewhere classified)



2. Name of the worker or volunteer

This is the person who is alleged to have committed reportable conduct. The Scheme applies to allegations about adults who are employed or engaged by an organisation covered by the Scheme. It also applies to ministers of religion, religious leaders and some foster and kinship carers. Only some agency staff or subcontractors are covered. [Information sheet 1: About the Reportable Conduct Scheme](#) contains information about who an allegation can be made about under the Scheme.

3. Former names or aliases of worker or volunteer (if known)

4. Was the person at least 18 years old at the time of the alleged conduct?

Note allegations can only be made against a person who was 18 years or older at the time of the alleged conduct.

If yes, add the worker or volunteer's date of birth if known.

5. What is the worker's or volunteer's gender?

6. What is the worker's or volunteer's role within the organisation?

7. Working with Children Check number (if known)

8. Teacher registration number (if known)

Details of the alleged victims

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

1. Date of alleged conduct

2. Where did the alleged conduct occur?

The Scheme is not limited to conduct within the course of employment and includes conduct outside of the person's employment.

- In the course of employment
- Outside the course of employment
- Unknown.

3. Allegation type

*You will be asked to select **all** relevant types of reportable 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.

4. Summary of allegation(s)

You will be asked to provide the details of the allegation as you currently understand them, including where it occurred. You can also indicate, if known, who will conduct the investigation and what steps the organisation has taken to mitigate risks of harm to children.

5. Please describe steps or actions taken to mitigate risks of harm to children

Police Report

If your matter involves criminal conduct, you must report to Victoria Police.

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 (up to 10 MB) you think relevant to this report, such as:

- incident reports
- investigation plans
- any steps you are taking to manage risks to children and young people
- any other relevant documents or multimedia files (such as videos, photos or audio).

Review report

Please check the details of your mandatory notification carefully before you submit. Once you have submitted, you will not be able to edit your submission.

If you want to retain a copy of your submission for your records you must print a copy using the print button **before you submit**.

By pressing submit you agree that the information you are providing is true and correct to the best of your knowledge.

You will be sent an acknowledgement of receipt of your submission by email, but it will not contain any information contained in the submission.

Confirmation

Once you have submitted, you will be provided with the following acknowledgement:



Thank you for your submission.

Your case number is RCS-2021/0000 [example only]

Your password is 874bf7cc-0645-43e9-af12-ff7c6f131343 [example only]

Make sure you keep these numbers safe – you will need them to provide the Commission with updates about the allegation. We will also email you a receipt of your submission, which contains the case number and password.

If you have not received a case number and password, you should contact the Commission as it may indicate your notification has not been successfully submitted.

Head of organisations have legal obligations to provide information and updates to the Commission at different stages. For more information about your reporting obligations and timeframes, see [Notifying a reportable allegation](#).

To provide the Commission with further updates about an allegation after a mandatory notification has been submitted, including investigation outcomes, please use the case number and password.

