

# The Reportable Conduct Scheme

FOR SCHOOLS IN THE ARCHDIOCESE OF MELBOURNE

## What is reportable conduct?

### Sexual offence

*Conduct that is classed as a sexual offence*

e.g. rape or sexual assault; offence relating to child abuse material

### Sexual misconduct

*Conduct that departs from accepted standards of the role and is sexual in nature*

e.g. crossing professional boundaries; making sexually explicit comments

### Physical violence

*Conduct that has the ability to cause injury/harm or causes apprehension of such*

e.g. pushing, grabbing, shaking; inappropriately restraining or using excess force

### Significant emotional/psychological harm

*Conduct that causes significant emotional or psychological harm to a child*

e.g. exposure to violence or threats of violence; humiliation/belittling; persistent hostility/rejection

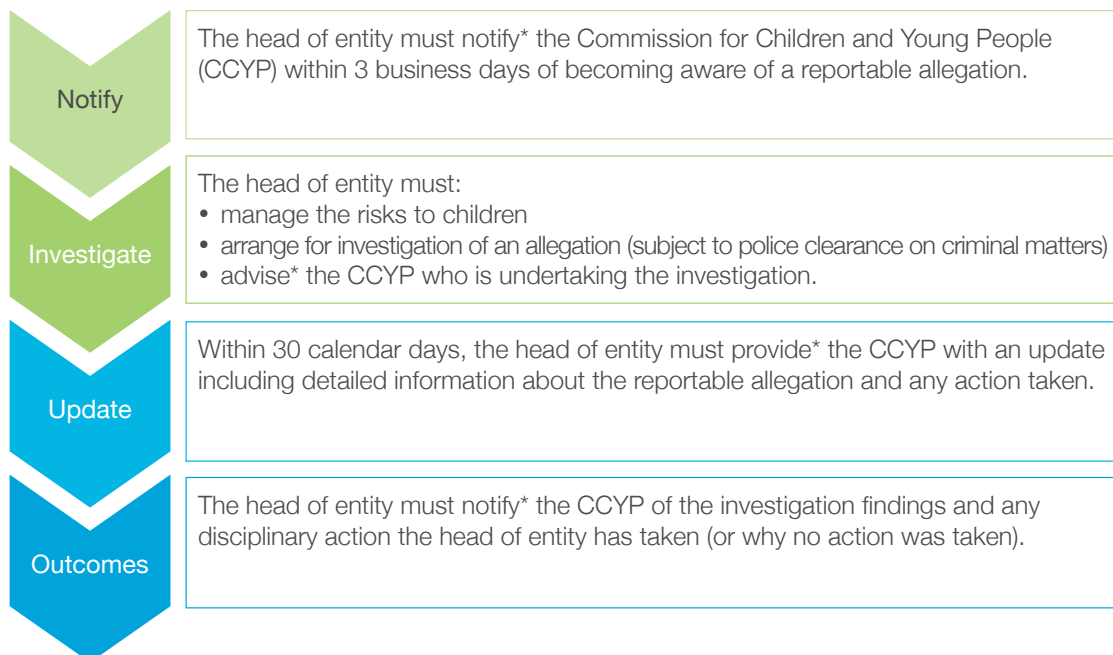
### Significant neglect

*Conduct that significantly fails to meet the basic needs of a child*

e.g. failure to provide clothing, food, medical care, supervision; provision of drugs/alcohol

committed against, with or in the presence of a child

## What are the reporting obligations?



\* Where authorisation is provided, the Employee Relations Unit will notify/update the CCYP on behalf of the head of entity.

Refer to the [PROTECT resources](#) for general obligations regarding child safety, and reporting to Victoria Police and the Department of Health and Human Services. Consider whether notifying the Victorian Institute of Teaching is required.

### Reportable conduct:

- includes misconduct that may involve reportable conduct
- relates to the conduct of 'employees', defined broadly to include volunteers, contractors, religious leaders etc.
- may include conduct pre-July 2017
- includes conduct outside employment.

### The Reportable Conduct Scheme requires schools to have in place systems (e.g. policies and procedures):

- for safeguarding children
- for reporting allegations.

### Contact the Employee Relations Unit on 9267 0431:

- for general advice and support regarding reportable conduct
- to notify and update the CCYP on behalf of the head of entity
- for assistance and support with the end-to-end process, including the investigation and provision of resources and templates