



Reportable Conduct Scheme Policy

Background

The Victorian Reportable Conduct Scheme seeks to improve organisations' responses to the allegations of child abuse and neglect by their workers and volunteers. It also identifies individuals who pose a risk to children, but do not have a criminal record, enabling them to be excluded from working with children. It has been developed following the Betrayal of Trust inquiry and resulting recommendations which led to Child Safe Standards and the Reportable Conduct Scheme.

The Commission for Children and Young People's is responsible for administering the scheme. Their role includes supporting and guiding organisations that receive allegations to promote fair, effective, timely and appropriate responses and independently overseeing, monitoring and making recommendations to improve the responses.

Beaconsfield Neighbourhood Centre (BNC) is an entity to which the scheme applies from January 1, 2019. BNC is committed to the protection, safety and wellbeing of children in its care, supervision or authority.

Purpose

The aims of this policy are to ensure BNC complies with its obligations under the Reportable Conduct Scheme.

Policy statements

Rachael Boddy, the Centre Coordinator is nominated as the head of organisation and responsible for ensuring compliance by BNC with its obligations under the Reportable Conduct Scheme.

In particular, the Centre Coordinator will ensure that BNC has in place:

- a system for preventing the commission of reportable conduct by an employee of the Centre within the course of her employment;
- a system for enabling any person, including employees of the Centre, to notify the Centre Coordinator of a reportable allegation of which the person becomes aware, or to notify the President of the Committee of Management (COM) of an allegation involving the Centre Coordinator;
- a system for investigating and responding to a reportable allegation against an employee of the Centre.

Everyone involved in the Centre has a role to play and may disclose an allegation of reportable conduct involving an employee to the Commission or to the Centre Coordinator.

There are five types of 'reportable conduct':

1. sexual offences committed against, with or in the presence of a child
2. sexual misconduct committed against, with or in the presence of a child
3. physical violence against, with or in the presence of a child
4. any behaviour that causes significant emotional or psychological harm to a child
5. significant neglect of a child.

For the purpose of this policy, an employee is a person of or over the age of 18 years who is:
(a) an employee of BNC, whether or not the person is employed in connection with any work or activities that relate to children;

(b) engaged by BNC to provide services, including as a volunteer, contractor, office-holder or officer, whether or not the person provides services to children.

The Reportable Conduct Scheme does not replace the need to report allegations of child abuse, including criminal conduct and family violence, to the police.

Reportable Allegation

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

(a) reportable conduct; or

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

- in writing addressed to the Centre Coordinator in a sealed envelope marked “Private and Confidential” and delivered to the BNC reception
- in writing sent by post in an envelope marked “Private and Confidential” and addressed to:
Centre Coordinator
Beaconsfield Neighbourhood Centre
PO Box 2
Beaconsfield Vic 3807
- by email marked – Reportable Conduct – sent to:
coordinator@bncinc.org.au
- by telephone or fax advising that the person wishes to report an allegation of reportable conduct to the Centre Coordinator:
Telephone: (03) 8768 4400
Facsimile: (03) 8768 4432

If the person has information of a reportable allegation involving the Centre Coordinator of BNC, the person may directly notify the President of the Committee of Management:

- in writing addressed to the Committee of Management President in a sealed envelope marked “Private and Confidential” and delivered to the BNC reception
- in writing sent by post in an envelope marked “Private and Confidential” and addressed to:
Committee of Management President
Beaconsfield Neighbourhood Centre
PO Box 2
Beaconsfield Vic 3807

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 Street Melbourne Victoria 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 BNC.

Responsibilities of the Centre Coordinator

The Centre Coordinator is responsible for notifying the Commission of a reportable allegation in line with the Reportable Conduct Scheme and for investigating such allegations and providing the findings to the Commission. If the Reportable Conduct is about the Centre Coordinator, the COM President will assume the responsibilities.

A webform must be completed within 3 business days of becoming aware of the allegation and then a 30 day update: <https://ccyp.vic.gov.au/report-an-allegation/notify-about-a-reportable-allegation/>

The webform must be completed in one session and cannot be saved. Details of the information required to complete the forms is available:

<https://ccyp.vic.gov.au/report-an-allegation/#WebformGuides>

A full record of everything pertaining to the reportable conduct should be kept by BNC and printed copies of the webform submissions included in the file. This file may be kept in a digital format or hard copy.

Associated Documents

Safety Screening Policy

Child Safety & Wellbeing Policy

Document History

Version	Title	Author	Authorised	Date	Changes to Previous
1	Reportable Conduct Scheme Policy	Centre Coordinator	COM	Nov 2018	Original
2	Reportable Conduct Scheme Policy	Centre Coordinator	COM	Aug 2022	Review, update weblinks & reformat