



# 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 (CCYP) was responsible for administering the scheme and from 23 February 2026 the responsibility moved to the Social Services Regulator (SSR). 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. The Commission will continue to host guidance materials and resources on their website for both the Child Safe Standards and Reportable Conduct Scheme.

Beaconsfield Neighbourhood Centre (BNC) is an entity to which the scheme applies from January 1, 2019. From 1 July 2024, more types of employees are now covered by the Reportable Conduct Scheme, including labour hire workers, secondees, directors of companies and individual business owners. This policy is made in accordance with the Child Wellbeing and Safety Act 2005 (Vic), Part 5A – Reportable Conduct Scheme.

BNC is committed to the protection, safety, and wellbeing of children in its care or supervision and to responding to allegations in a timely, fair, and transparent manner.

## Scope

This policy applies to all employees, volunteers, contractors, office-holders and labour hire personnel engaged by Beaconsfield Neighbourhood Centre.

## Aim of the Policy

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

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 his or 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 SSR or to the Centre Coordinator.

## Policy statements

There are five types of 'reportable conduct':

1. sexual offences committed against, with or in the presence of a child

**Children's Room Policies & Procedures – Reportable Conduct Scheme Policy: Effective Feb 2026**

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. Where there is an allegation of criminal conduct or risk of immediate harm, Victoria Police must be notified without delay.

### **Reportable Allegation**

Any person who has any information that leads them 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

A reasonable belief is formed if a reasonable person in the same position would believe that reportable conduct may have occurred.

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 Social Services Regulator using their webform:

<https://www.vic.gov.au/social-services-regulator>

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 Social Services Regulator (SSR) of a reportable allegation in line with the Reportable Conduct Scheme and for investigating such allegations and providing the findings to the Regulator.

If the Centre Coordinator becomes aware of a reportable allegation against an individual at BNC, the SSR will be notified in writing of the following:

Within 3 business days after becoming aware of the allegation:

- the name and date of birth (if known) of the person involved
- whether Victoria Police has been contacted
- contact details for BNC and the Centre Coordinator

As soon as practicable and within 30 calendar days:

- details of the allegation
- details of the Centre's response to the allegation
- reasons for whether or not any disciplinary or other action is proposed
- any written response from the employee concerning the allegation that they wished to have considered in determining what, if any, disciplinary or other action should be taken
- the name and contact details of the investigator appointed to conduct the investigation.

Outcomes of investigation – as soon as practicable

- a copy of the findings and reasons for the findings
- details of any disciplinary or other action that the Centre Coordinator proposes to take
- reasons for taking or not taking any disciplinary or other action

Additional documents and information

- any information or documents relating to the allegation or an investigation that the SSR may request.

All reportable allegations will be handled confidentially and in accordance with privacy legislation, procedural fairness principles and the Centre's Child Safe policies. The Committee of Management should be notified of any allegations at the next Committee Meeting.

### **Associated Documents**

Child Safety and Wellbeing Policy

Child Safe Statement

Privacy & Confidentiality Policy

### **Document History**

<b>Version</b>	<b>Title</b>	<b>Author</b>	<b>Authorised</b>	<b>Date</b>	<b>Changes to Previous</b>
1	Reportable Conduct Scheme Policy	Centre Coordinator	COM	Nov 2018	Original
2	Reportable Conduct Scheme Policy	Centre Coordinator	COM	Feb 2026	Review & updates