

# REPORTABLE CONDUCT VICTORIA



The Victorian Reportable Conduct Scheme monitors how organisations investigate and report on allegations of certain conduct towards children. The Reportable Conduct Scheme is governed by the Children Legislation Amendment (Reportable Conduct) Act 2017 and is administered by the Social Services Regulator (SSR).

## What is the Reportable Conduct Scheme?

The Reportable Conduct Scheme is primarily about providing oversight to ensure organisations are properly investigating reports of concern regarding their workers (workers also include volunteers). In the Victorian Reportable Conduct Scheme leaders of organisations are called Heads. Heads are legally required to report allegations or conduct concerns to the SSR and then proceed with a formal and thorough investigation.

Allegations of criminal behaviour are required to be reported to the Victorian Police. If the Police commence a criminal investigation, the Head must not proceed with their investigation until advised to do so by the Police.

Reporting to the SSR does not automatically mean that the investigation should meet a certain outcome. The SSR will provide oversight to ensure that the investigation is carried out in a thorough, transparent and child centred manner.

## What is Reportable Conduct?

There are five types of 'reportable conduct':

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

## Sexual offence

A sexual offence is an offence of a sexual nature with or in the presence of a child, such as:

- sexual touching of a child;
- a child grooming offence;
- production, dissemination or possession of child abuse material.

An alleged sexual offence does not have to be the subject of criminal investigation or charges for it to be categorised as a reportable allegation of a sexual offence.

## Sexual misconduct

Sexual misconduct to mean any conduct with, towards or in the presence of a child

that is sexual in nature (but is not a sexual offence) and provides the following (non-exhaustive) examples:

- descriptions of sexual acts without a legitimate reason to provide the descriptions;
- sexual comments, conversations or communications;
- comments to a child that express a desire to act in a sexual manner towards the child, or
- another child.

## How does the Reportable Conduct Scheme work?

If a Head receives a report or concern or allegation of child abuse or harm regarding the conduct of one of their workers, they must make a notification to the SSR within 3 business days.

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As soon as possible the Head or their delegate, must commence an internal investigation or engage an external investigator to do so (unless advised not to do so by Police).

Within 30 days of the initial submission, the Head must provide details to the SSR including findings of the investigation (if completed), the status of the investigation (if incomplete), any risk mitigation strategies which have been implemented or written submissions.

At the end of the investigation, the Head must provide details to the SSR including the findings of the investigation, the reasons for the finding and any actions taken.

## What will happen during an investigation?

Once a Head has reported an allegation or concern to the SSR, an investigation must commence as soon as possible. The Head must complete risk assessments to ensure children and young people are safe whilst the investigation is underway.

Organisations can conduct an investigation internally if they have personnel with the necessary skill set and do not have a conflict of interest. An external investigator may also be appointed.

The investigation involves interviewing the alleged victim and any available witnesses. Documentation will also be gathered. This may include work rosters, personnel files, reports of previous conduct or complaints, maps and other relevant information. The details of the allegation will be presented to the person subject of the allegation (PSOA), and they will have the opportunity to respond. Once all the relevant information has been collected, the investigator will prepare a report and provide the Head with findings. The Head then has a responsibility to read the full report and act appropriately on the findings.

Organisations have the responsibility to provide support to both the alleged victim and the PSOA throughout the investigation process.

## Does my organisation fall under the Reportable Conduct Scheme?

The Reportable Conduct Scheme is aimed at organisations that have a high degree of responsibility for children and/or engage with them in ways that put them at higher risk of harm (e.g., those that conduct overnight camps).

Ministers of religion and officers of religious bodies are specifically identified under the Scheme.

## Where can I find more information about the Reportable Conduct Scheme?

Further information about the Victorian Reportable Conduct Scheme can be located on the Social Services Regulator website.

[Reportable Conduct Scheme | vic.gov.au](https://www.vic.gov.au/reportable-conduct-scheme)

The CRCA Safe Church Unit (SCU) can support organisations throughout the Reportable Conduct process including advice and guidance, coordinating external investigations and ensuring organisations meet their legislative requirements.

SCU can be contacted on [scu@crca.org.au](mailto:scu@crca.org.au)