



The Child Wellbeing and Safety Act 2005 (Vic) (the Act) requires College to investigate and report to the relevant authorities any reportable conduct that may involve reportable conduct.

The College has developed the following policy which sets out our systems for enabling persons to report reportable conduct and for such reports to be investigated and responded to. This policy is made available to all staff, Volunteers, Third Party Contractors, the Board, parents/carers and students via our public website and College intranet. A copy of this policy may be found [here](#).

Under the Act, the College must ensure that all persons who are employed by the College meet their obligations under the Act.

- A person is considered to be an employee of the College if they are:
 - employed by the College whether or not that person is employed in connection with any work or activities of the College that relate to children; or
 - engaged by the College to provide services, including as a volunteer, contractor, office holder or officer, whether or not the person provides services to children.

A minister of religion or a religious leader is also an employee.

Of relevance to the College, the following people are considered to be employees:

- Board Members
- the Principal
- staff members
- Volunteers
- Third Party Contractors
- External Education Providers



inappropriate touching or physical contact
grooming behaviour
voyeurism.

"Sexual offence" for the purposes of the Reportable Conduct Scheme means a serious sexual offence as set out in clause 1 of Schedule 1 of the Sentencing Act 1991 (Vic), which includes rape, attempted rape, sexual assault, incest, indecent act with a child, persistent sexual abuse of a child, grooming and the production or possession of child pornography.

"Significant" means in relation to emotional or psychological harm or neglect, that the harm is more than trivial or insignificant, but need not be as high as serious and need not have a lasting permanent effect.

The CCYP has provided guidance on how to identify physical violence, behaviour that causes emotional or psychological harm to a child and neglect.

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For more information on what to consider when conducting an investigation, see the Information Sheet 4 Investigation overview.

A Police investigation into any matter takes priority over an investigation by the College. On becoming aware that the Police are investigating



if necessary for the purposes of an investigation, an independent investigator
if necessary for the purposes of a Working with Children Check, the Secretary to the Department of Justice and Regulation
a relevant Minister

The College must not publish information that would enable the identification of:

a person or who notified the CCYP
a child in relation to whom a reportable allegation was made or a finding of reportable conduct was made.

The Act provides more information on the meaning of 'publish', which includes making the information publicly available in writing or email.

The CCYP has broad powers under the Act in relation to investigating a reportable allegation at the College. The CCYP may visit the College, inspect documents and interview Staff or students involved in the reportable allegation.

The College must assist the CCYP in all reasonable aspects of its investigation.

The College maintains records of these reportable allegations, written reports and reportable conduct investigation findings indefinitely.