



# St Catherine's

EARLY EDUCATION CENTRE

## St. Catherine's Early Education Centre REPORTABLE CONDUCT SCHEME POLICY

**Effective Date:** February 2026

**Review Date:** March 2028

***This policy deals ONLY with:***

- Allegations against staff, volunteers, students or contractors
- Obligations to the Commission for Children and Young People (CCYP)
- Internal response and procedural fairness

**Policy Code:** CS-03

**Version:** 2026-V1

**Applies to:** Approved Provider, Nominated Supervisor, Responsible Persons, Educators, Staff, Volunteers, Students, Contractors and Visitors

### 1. PURPOSE

This policy outlines how St Catherine's Early Education Centre responds to allegations of reportable conduct made against:

- Employees
- Volunteers
- Students
- Contractors
- Governing body members

The service complies with:

- Commission for Children and Young People Act 2012 (Vic)
- Victorian Reportable Conduct Scheme
- Education & Care Services National Law



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### **2. WHAT IS REPORTABLE CONDUCT?**

Reportable conduct includes:

- Sexual offences committed against, with or in the presence of a child
- Sexual misconduct involving a child
- Physical violence against a child
- Behaviour causing significant emotional or psychological harm
- Significant neglect of a child

It also includes misconduct occurring outside of work if it poses a risk to children.

### **3. WHO MUST REPORT?**

The Head of Entity (Approved Provider / Board Chair where applicable) must notify the Commission for Children and Young People (CCYP) of an allegation within:

- 3 business days of becoming aware

A final investigation outcome must be provided within:

- 30 calendar days (or progress updates where required)

### **4. IMMEDIATE RESPONSE TO AN ALLEGATION**

If an allegation is made:

1. Ensure child safety immediately
2. Call 000 if urgent
3. Remove staff member from contact with children (if required)
4. Notify Approved Provider immediately
5. Do NOT investigate informally
6. Maintain confidentiality

Child safety is the paramount consideration.



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### **5. NOTIFICATION REQUIREMENTS**

The Head of Entity must:

- Notify CCYP within 3 business days
- Notify the Regulatory Authority within 24 hours if serious incident
- Notify Victoria Police if criminal conduct suspected
- Notify Child Protection where relevant

Notifications are made via CCYP online portal.

### **6. INVESTIGATION PROCESS**

The service will:

- Conduct fair and impartial investigation
- Ensure procedural fairness
- Document all steps
- Maintain confidentiality
- Provide natural justice to respondent

External investigators may be appointed where appropriate.

### **7. PROCEDURAL FAIRNESS**

The accused person:

- Is informed of the allegation
- Is given opportunity to respond
- May have a support person
- Is treated without bias

However, child safety remains the overriding priority.

### **8. RISK MANAGEMENT DURING INVESTIGATION**

Interim protective actions may include:

- Temporary removal from direct contact
- Adjusted duties



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- Supervision adjustments
- Suspension (where appropriate)

These are precautionary measures, not disciplinary findings.

## 9. OUTCOMES

Outcomes may include:

- Substantiated
- Unsubstantiated
- Not reportable conduct
- Disciplinary action
- Referral to external authorities

The Commission must be notified of findings.

## 10. RECORD KEEPING

The service will:

- Maintain secure confidential records
- Record all notifications and investigation steps
- Retain documentation as required by law

Records are not placed on the child's file.

## 11. CONFIDENTIALITY

All matters are confidential.

Information is shared only:

- With CCYP
- Police
- Child Protection
- Regulatory Authority
- Legal representatives (if required)

Unauthorised disclosure may constitute misconduct.



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### 12. TRAINING & AWARENESS

The service ensures:

- Staff understand difference between mandatory reporting and reportable conduct
- Annual child safety training includes RCS obligations
- Governance members understand notification duties
- Child Safety Officer monitors compliance

### 13. RELATED POLICIES

- CS-01 Child Safety & Wellbeing
- CS-02 Child Protection & Mandatory Reporting
- CS-04 Code of Conduct
- GOV-05 Complaints & Grievance Policy

### IMPORTANT GOVERNANCE CLARITY

The difference between our policies that our team must understand:

Scenario	Which Policy Applies?
Child abused at home	CS-02
Staff member alleged to have harmed a child	CS-03
General safeguarding framework	CS-01



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### Review & Consultation Record

#### Review Details

Review Date	Review Type	Trigger	Conducted By
March 2026	<input checked="" type="checkbox"/> Legislative Update <input checked="" type="checkbox"/> Governance Restructure	Alignment with CS-01 & CS-02 restructure	Director / Approved Provider

#### Legislative Compliance

Requirement	Compliant	Action	Completed
Commission for Children and Young People Act 2012	Yes	Clarified notification timelines	✓
Reportable Conduct Scheme	Yes	Structured into standalone policy	✓
Reg 175/176	Yes	Notification pathway clarified	✓

#### Summary of Changes

Section Updated	Amendment	Reason
Entire Policy	Rewritten as standalone policy	Remove duplication from CS-02
Notification Section	Clarified 3-day requirement	Legislative clarity
Investigation Process	Added procedural fairness section	Governance strengthening
Risk Management	Added interim protective actions	Demonstrate child-first response



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### Approval

Director: Jennie Madden

Date: 04/03/2026

Board Endorsement-Approved Provider: \_\_\_\_\_

Date:

Next Scheduled Review: August 2027

### Review Details

Policies are reviewed biennially or earlier if triggered by legislative change, incident review, regulatory advice or governance audit findings.

Version	Date Reviewed	Reviewed By	Reason for Review	Summary of Changes	Approved By	Next Review Date
2026-v1	Feb 2026	Director	Legislative reform (2026 amendments)	As Above	Approved Provider / Board	March 2028