

Reportable Conduct is any allegation that CECG workers have harmed or neglected children

## Reportable Conduct by CECG Workers

Includes conduct anywhere – not just at work | Includes any child - not just students  
Has strict timeframes to report and investigate | May be a criminal offence not to report

### What is Reportable Conduct?

- Any reasonable allegation a CECG employee, volunteer, or contractor was involved in:
  - ill-treatment of a child (such as emotional abuse or use of force)
  - neglect
  - psychological harm
  - sexual or physical offences where a child is present or a victim
  - misconduct of a sexual nature (even if not a criminal offence)
  - inappropriate discipline or not protecting children from harm.
- For example:
  - Pushing or hitting a child
  - Yelling at a child in way that is seriously inappropriate, degrading or hostile
  - Sexual assault or grooming
  - Violence or assault committed in the presence of a child
  - Looking at pornography in the presence of a child
  - Sexualised comments or sexually explicit communication with a child (beyond reasonable sex education)
  - An inappropriate restrictive practice

### What is not Reportable Conduct?

- Reasonable discipline and other conduct that is appropriate under professional teaching standards. For example:
  - Discipline in line with the [Behavioural Support, Suspension, and Expulsion Policy](#)
  - Reasonable action to protect a child, such as holding a child's hand to cross a road.

### What if I'm not sure?

- Reportable Conduct is 'allegation-based'.
- This means staff **must report** any reasonable allegation, which CECG will then investigate.
- Investigation may discover the alleged conduct did not occur or was acceptable but, it **must** first be reported.

### Reporting Process

The Reporting Process involves 8 steps

1	Identify Misconduct	A CECG worker becomes aware of conduct or a criminal conviction that might be reportable conduct (their own, or another person's).
2	Report to manager and CECG	<b>As soon as practicable - and no later than 24 hours</b> that person must report the alleged conduct to their Principal, ELC Director, School-Aged Care Director or Service Area Leader. An ELC Director or School-Aged Care Director will report the matter to their school Principal. The Principal or Service Area Leader must telephone the CECG Child Protection Manager or School and Family Services Leader to notify them of the alleged reportable conduct.
3	Workplace Risk Assessment	The Child Protection Team will assist the Principal or Service Area Leader to identify and respond to any risks.
4	Immediate Action	The Principal, ELC Director, School-Aged Care Director or Service Area Leader must implement any mitigation strategies (identified in the risk assessment) that are immediately necessary to reduce risk. If Reportable Conduct involves a CECG student, immediate action should include contacting the student's parent/carers to ensure they can provide support to the student – unless the risk assessment identifies that notifying them would risk the child's safety. Records must be kept of any decision not to contact them, and the reason for it.
5	Notify the Ombudsman	<b>Within 30 days of Step 2</b> if the risk assessment determines the alleged conduct meets the Reportable Conduct definition, the Child Protection Team must complete the following forms and send them to Institute for Professional Standards and Safeguarding: <ul style="list-style-type: none"> <li>• ACT Ombudsman Section 17G Notification Form</li> <li>• An Investigation Plan</li> <li>• Risk Assessment</li> <li>• Letter of Allegation (if any)</li> </ul> The Institute for Professional Standards and Safeguarding must report to the ACT Ombudsman that an allegation of reportable conduct has been received and CECG will investigate.
6	CECG Investigation	The Child Protection Team (or an appointed external investigator) will investigate the allegations and report to the School and Family Services Leader. The School and Family Services Leader will determine whether Reportable Conduct has occurred and advise the Institute for Professional Standards and Safeguarding. The ACT Ombudsman may monitor, oversee or participate in the CECG investigation.
7	Report to the Ombudsman	The Institute for Professional Standards and Safeguarding must formally report the outcome of the investigation and the conclusion to the Ombudsman.
8	Corrective Action	If Reportable Conduct occurred, the People and Culture Team will assist the Principal, ELC Director, School-Aged Care Director or Service Area Leader to support affected people and reduce the risk of further Reportable Conduct.

### What CECG Policies are relevant?

- [Reportable Conduct Policy ACT](#)
- [CECG Child Protection Guidelines](#)
- [Code of Conduct](#)
- [Behavioural Support, Suspension, and Expulsion Policy](#)
- [Restrictive Practices Policy](#)

### How can I find out more?

- Contact the CECG Child Protection Team on [childprotection@cg.catholic.edu.au](mailto:childprotection@cg.catholic.edu.au)
- [www.ombudsman.act.gov.au/improving-the-act/reportable-conduct](http://www.ombudsman.act.gov.au/improving-the-act/reportable-conduct)