

# Reportable Conduct Scheme Self-Assessment Checklist

An organisation covered by the ACT reportable conduct scheme must have policies and practices in place to prevent reportable conduct and deal with reportable allegations and reportable convictions relating to their employees.

Relevant policies and practices should cover:

## Organisational commitment

- an overview of the reportable conduct scheme
- a commitment to child safety
- a commitment to providing a fair and reasonable process

## Prevention

- strategies for preventing reportable conduct by employees, such as:
  - guidance about appropriate and inappropriate behaviour
  - clearly defined roles for people within the organisation
  - pre-employment screening procedures
  - periodic review of existing Working with Vulnerable People Checks
  - reviews of reportable conduct allegations and investigations to identify contributing factors and action to address these
  - training and awareness raising

## How to notify of reportable conduct within the organisation

- what is reportable conduct
- who is covered by the reportable conduct scheme
- how to report allegations of reportable conduct or reportable convictions
- who is the point of contact for reportable conduct matters

## Responding to allegations of reportable conduct

- how the organisation will respond to a reportable allegation or reportable conviction, including:
  - planning the organisation's response, including developing an investigation plan
  - assessing and managing risks
  - ensuring appropriate supports are identified and put in place for people affected
  - notifying the ACT Ombudsman within 30 days
  - notifying other oversight agencies, where appropriate
  - providing persons subject to allegations with information about the process and any review or appeal mechanisms
  - storing and accessing records

- identifying and managing conflicts of interest
- requesting and sharing information with other organisations under the *Children and Young People Act 2008*
- providing information to the Ombudsman, including the final report on the investigation
- who has responsibility for the organisation's processes, including:
  - who can undertake an investigation
  - who can make a finding about whether or not reportable conduct occurred
  - who can authorise appropriate action

### Involving other agencies

- what are the responsibilities of the organisation in relation to any child safety/protection agencies?

[Includes ACT Policing, Child and Youth Protection Services, Access Canberra - Working with Vulnerable People Check, the Teacher Quality Institute, Australian Health Practitioner Regulation Agency or Health Services Commissioner, and Children's Education and Care Assurance.]

### Risk assessment

- the risk assessment methodology to be used for risks related to the handling of reportable conduct matters, including risks to:
  - the alleged victim
  - other children
  - the employee subject to the allegation
  - other employees of the organisation
  - the investigation
  - other investigations (e.g. ACT Policing)
  - the organisation
- how risks will be monitored and reviewed by the organisation and who will:
  - conduct the initial and ongoing risk assessment
  - decide what action, if any, is to be taken

### Support

- information on how the organisation will support:
  - employees who have had allegations made against them
  - children involved in an investigation
  - parents who have complained about an employee or whose child is involved in the investigation
  - staff who have been involved in the investigative process



More information, including Reportable Conduct Practice Guides, are available at [ombudsman.act.gov.au](https://ombudsman.act.gov.au).