REPORTABLE CONDUCT POLICY

1.0 INTRODUCTION

St Brendan's Catholic Primary School, Lakes Entrance (the School) *Reportable Conduct Policy* (Policy) establishes the required actions, responsibilities and processes for responding to allegations or concerns of reportable conduct made against employees, contractors, volunteers or office holders within the School and the Diocese of Sale Catholic Education Limited (DOSCEL) office.

2.0 PURPOSE

This Policy sets out the legal and regulatory obligations that apply to the School and the DOSCEL Office under the Reportable Conduct Scheme (the Scheme) and along with the *Reportable Conduct Guide,* outlines the processes, actions and strategies adopted by the School and the DOSCEL Office to ensure compliance with the Scheme and the protection of children and young people in the School.

The purpose of this Policy is to ensure that the School and DOSCEL Office respond to, manage, and report reportable conduct in accordance with the Reportable Conduct Scheme (the Scheme) under the *Child Wellbeing and Safety Act 2005* (Vic.).

The School and the DOSCEL Office are committed to safeguarding children, ensuring procedural fairness, complying with mandatory reporting obligations, and maintaining a safe and supportive environment for all students.

This Policy informs the *Reportable Conduct Guide*.

3.0 CATHOLIC MISSION

The School brings to life the mission of the Catholic Church by engaging and aligning all efforts toward the achievement of DOSCEL's vision for education: *faith-inspired educational excellence for a hope filled future*.

4.0 COMMITMENT TO CHILD SAFETY

The School holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility of Catholic education. This commitment is drawn from the teaching and mission of Jesus Christ.

5.0 SCOPE

This Policy applies to any reportable allegations of:

- a sexual offence committed against, with or in the presence of a child.
- sexual misconduct committed against, with, or in the presence of a child.
- physical violence committed against, with, or in the presence of a child.
- behaviour that causes significant emotional or psychological harm to a child, and
- significant neglect of a child (collectively **Reportable Conduct**).

Additionally, the Policy applies to:

- all DOSCEL schools and the DOSCEL Office.
- all employees, volunteers, contractors, consultants, those in religious ministry, and anyone engaged in child-connected work.
- all reportable conduct allegations involving staff, regardless of when or where the alleged behaviour occurred.

This Policy does not apply to Notifiable Conduct under the Disability Worker Regulation Scheme, established by the *Disability Service Safeguards Act 2018* (Vic.) which involves the regulation of registered and unregistered disability workers in Victoria. Notifiable Conduct relates to disability workers and is administered under the Disability Worker Regulation Scheme.

6.0 POLICY OUTCOMES

6.1 The Principal ensures the School takes a systematic and preventative approach to keeping children safe which includes, for example, implementing child safe policies and systems of work.

6.2 The Principal ensures the School has a process in place to determine effectively and consistently determine what is reportable under the Scheme. This involves training and educating workers and volunteers to empower them to understand clearly when conduct is reportable.

6.3 School staff and teachers fulfil their obligation to report conduct which may fall within the Scheme to the Principal (or, if it is about the Principal, to the Deputy Principal or directly to the DOSCEL Office).

6.4 The Principal assesses the conduct or allegation and, if it may be reportable under the Scheme, reports the conduct to the DOSCEL Office. When assessing the conduct or allegation, the Principal records why they elected not to report the allegation or conduct to DOSCEL Office if that is what was decided. It is a low threshold or if in doubt, the allegation or conduct must be reported to the DOSCEL Office.

6.5 DOSCEL Office reports conduct which falls within the Scheme to the Head of Entity. The Head of Entity reports the conduct to the Social Services Regulator (SSR) within three (3) days.

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7.0 DEFINITIONS

7.1 **Child** - Child means a child or young person who is under the age of 18 years. (Source: *Child Wellbeing and Safety Act 2005*)

7.2 **Social Services Regulator (SSR)-** SSR is an independent statutory authority that safeguards the rights of children and young people as well as people who use social services in Victoria. The SSR regulates the Social Services Standards and the Child Safe Standards across a range of settings. It also administers the Worker and Carer Exclusion Scheme (WCES), Reportable Conduct Scheme (RCS), the Working with Children Check (WWCC) scheme and the NDIS check.

7.3 **Others or Other** - In this Policy, Others or Other refers to workers and volunteers supplied by labour hire agencies, companies and other providers (e.g. casual relief teachers, some student teachers – depending on arrangements), secondees and directors and office holders of companies performing services for DOSCEL if they meet all of the following criteria:

- they are supplied to DOSCEL by labour hire agencies, companies and other providers, or they are seconded to DOSCEL.
- they perform work in and as part of DOSCEL.
- they are under the direction, supervision or control of DOSCEL.

7.4 **Religious Ministry** - A reference in this Policy to those in religious ministry includes clergy (e.g. a cardinal, archbishop, bishop, priest, deacon), religious sisters, religious brothers, seminarians or lay ecclesial ministers including pastoral associates, those engaged in chaplaincy and persons residing at the presbytery or on the grounds of the parish, agency or entity.

7.5 **Reportable Allegation** - Reportable allegation means any information that leads a person to form a reasonable belief that a DOSCEL staff member or Other has committed Reportable Conduct or misconduct that may involve Reportable Conduct, whether or not the conduct or misconduct is alleged to have occurred within the course of the person's employment.

7.6 **Reportable Conduct** - Reportable Conduct is defined as:

- a sexual offence committed against, with or in the presence of, a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded.
- sexual misconduct, committed against, with or in the presence of, a child.
- physical violence committed 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.

7.7 **Reportable Conduct Scheme** - The Reportable Conduct Scheme is a child protection scheme that requires certain Victorian organisations, including schools, to notify the SSR if there is an allegation of Reportable Conduct made against one of its employees, contractors or volunteers. The organisation is also required to investigate the allegation and report its findings and any action taken to the SSR.

8.0 COMMUNICATION

This Policy is available on the School website and provided to parents upon request.

This Policy is available to staff through the School portal and staff are annually upskilled on this Policy.

9.0 POLICY INFORMATION

Policy Owner	People, Culture and Safety
Approving Authority	DOSCEL Board
Assigned Board Committee	Culture Ethics and Conduct
Board Approval	20 February 2026
Risk Rating	Medium
Implementation	March 2026
Review Date	2028

POLICY DATABASE INFORMATION	
Supporting Documents	Guide to Reporting Conduct under the Reportable Conduct Scheme