

GEELONG GRAMMAR SCHOOL

Reportable Conduct Policy

1. Purpose and Scope

- 1.1 This Policy supports the School's obligations under the Reportable Conduct Scheme and applies to all School Employees, Third Party Contractors and Volunteers engaged by the School.
- 1.2 This Policy has been endorsed by the School Council.
- 1.3 This Policy is underpinned by the School's Student Safeguarding Policy.

2. Reportable Conduct

- 2.1 There are five types of 'reportable conduct' listed in the *Child Wellbeing and Safety Act 2005*. Reportable Conduct means an allegation that involves any one or more of the following elements against a Child:
 - 2.1.1 a sexual offence (against, with or in the presence of, a child);
 - 2.1.2 sexual misconduct (against, with or in the presence of, a child);
 - 2.1.3 physical violence (against, with or in the presence of, a child);
 - 2.1.4 behaviour causing significant emotional or physiological harm; or
 - 2.1.5 significant neglect.

3. Reporting Reportable Conduct

- 3.1 Any person, regardless of whether they are a School Employee, parent or person in the wider School community, who has a reasonable belief that a School Employee has committed Reportable Conduct or misconduct that may involve Reportable Conduct, must report such information to any of the following:
 - 3.1.1 the Student Safeguarding and Risk Officer;
 - 3.1.2 the appropriate Head of Campus;
 - 3.1.3 the Vice Principal; or
 - 3.1.4 the Principal,within a 24 hour period of forming a suspicion and reasonable belief to that effect.
- 3.2 The conduct may have occurred at the School or outside the School, whether or not a School related activity.
- 3.3 The Student Safeguarding and Risk Officer, Head of Campus or Vice Principal must immediately report the Reportable Conduct Allegation(s) to the Principal (except in the case where the report has already been made to the Principal or where the allegation(s) relates to the conduct of the Principal, in which case the concern should immediately be reported to the Chair of the School Council).
- 3.4 If the alleged conduct is criminal in nature, the Principal must immediately report the allegation(s) to both Victoria Police and the School Council by telephone and in writing.
- 3.5 The Principal (or where applicable, the Chair of the School Council) will notify the CCYP of the allegation(s) via the online notification form within three (3) business days after becoming aware of the Reportable Conduct Allegation.
- 3.6 If the matter has been reported to Victoria Police, the School may be required to hold the commencement of any investigation until receipt in writing of authorisation from Victoria Police that clearance is provided for the School to then proceed with an investigation.

4. The Investigation of Reportable Conduct Allegations

- 4.1 Subject to clause 3.6 above, the Principal (or Chair of the School Council) will as soon as practicable after becoming aware of a Reportable Conduct allegation(s), commence an investigation, which may include the appointment of an independent investigator.
- 4.2 The investigation procedure is contained in the School's Reportable Conduct Allegation Procedure.
- 4.3 The Principal (or Chair of the School Council) will as soon as practicable and within thirty (30) calendar days provide the CCYP with an update which may include:
 - 4.3.1 an investigation plan or a detailed investigation report regarding the allegation(s);
 - 4.3.2 details of the School's response to the allegation(s) and any findings of fact and findings of Reportable Conduct;
 - 4.3.3 whether or not the School intends to take any disciplinary action;
 - 4.3.4 any written response from the alleged offender; and
 - 4.3.5 any additional documents relevant to the investigation.

5. Investigation Principles

- 5.1 The following principles apply to the conduct of an investigation of Reportable Conduct Allegations:
 - 5.1.1 whilst the health, safety and wellbeing of all members of the School Community is important, the safety of Children is the highest priority;
 - 5.1.2 Child abuse allegations should be lodged in good faith and without frivolous, malicious or vexatious intent;
 - 5.1.3 the allegation will be dealt with promptly subject to Police clearance (if required);
 - 5.1.4 the allegation will be taken seriously;



- 5.1.5 the right to report will be affirmed and the person providing the information pertaining to a possible Reportable Conduct allegation will not be pressured in any way;
- 5.1.6 the alleged offender will be afforded procedural fairness; and
- 5.1.7 the making of a Reportable Conduct Allegation does not remove the right of any person lodging an allegation to proceed to an external body or authority.

6. Definitions

CCYP	means the Commissioner for Children and Young People
Child or Children	means a person under the age of 18 years
Misconduct	includes conduct that may constitute Reportable Conduct, and otherwise may be a breach of the terms of employment or School policies.
Physical violence	means conduct committed against, with or in the presence of a Child, including an act that causes physical injury or behaviour such as hitting, kicking, punching, pushing, shoving, grabbing, throwing, shaking or striking with an object.
Reportable Conduct Allegation	means an allegation that involves any one or more of the following elements against a child: <ul style="list-style-type: none"> 1. a sexual offence; 2. sexual misconduct; 3. physical violence; 4. behaviour causing significant emotional or physiological harm; or 5. significant neglect.
the School	means Geelong Grammar School including its registered boarding premises
School Employees	means all members of the Executive and Leadership team and all other campus and boarding premises employees, whether employed on a full, part time or casual basis and for the purposes of this Policy includes all members of School Council.
Sexual Offence	means: <ul style="list-style-type: none"> 1. sexual assault; 2. indecent acts; 3. possession of child abuse material; and 4. grooming a child in order to commit a sexual offence.
Sexual misconduct	includes behaviour, physical contact or speech or other communication of a sexual nature, inappropriate touching or physical contact or grooming behaviour.
Student or Students	means a Child enrolled at the School
Student Safeguarding and Risk Officer	means the School Employee appointed as a first point of contact for Student safety and risk matters.
Third Party Contractors	means a third party service provider engaged by the School to provide a service to the School and or its students.
Volunteer	means people who assist the School in some capacity directly or indirectly School activities, and will have access to students (including virtual/online) or student places of study (i.e. campus, School camp or sporting event, hosting accommodation) including but not limited to: <ul style="list-style-type: none"> 1. a volunteer or a contracted service provider engaged in school activities (whether or not a body corporate or any other person is an intermediary); and 2. Homestay Providers.

7. Review and Circulation

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