



Reportable Conduct Policy

April 2024

CATHOLIC SCHOOLS BROKEN BAY

Caroline Chisholm Centre Building 2, 423 Pennant Hills Road, Pennant Hills, NSW 2120 | PO BOX 967 Pennant Hills NSW 1715
02 9847 0000 | csbb.catholic.edu.au | csbb@dbb.org.au

5. Reportable allegation

A reportable allegation is an allegation that an employee has engaged in conduct that may be reportable conduct whether or not the conduct is alleged to have occurred in the course of the employee's employment. The threshold for reporting a Reportable Allegation is lower than what is required to make a finding of Reportable Conduct. If an allegation is, on face value, a Reportable Allegation, it must be reported.

Historical Allegations that would constitute a Reportable Allegation or a conviction that may be a Reportable Conviction, which occurred prior to the commencement of the CG Act, is captured by the CG Act. On that basis, historical Reportable Conduct must also be reported to the Safeguarding Office and the Children's Guardian in accordance with this Policy.

6. Reportable conviction

A reportable conviction means a conviction (including a finding of guilt without the court proceeding to a conviction) in NSW or elsewhere, of an offence involving reportable conduct.

7. Reportable conduct

In relation to the CG Act (s20), reportable conduct includes the following conduct, whether or not a criminal proceeding in relation to the conduct has

In accordance with the exemption stipulated under section 30(1), CSBB acknowledges that an entity report on reportable conduct is not required to be submitted to the Children's Guardian if the conduct falls under a category that is exempt from notification as per section 29. This exemption applies to specific circumstances as defined in the legislation. CSBB ensures that all decisions related to invoking this exemption are made with due diligence and are thoroughly documented, maintaining compliance with legal requirements while safeguarding the interests and welfare of all involved parties.

9.8 (s) 0.87 (7) 4.7 (b) 25.9 (1) 4.8 (rv) 2.1 8 (m)-8.3.7 (ut the)-4(,)-8.5)- (l)-0.7 (l)h4.9-4..8 (s4.9 (al)-0. (o)-4.7

Complaints involving the alleged inappropriate conduct of an employee towards any child are addressed differently to other types of complaints in the school setting because of the legal requirements. A complaint of a child protection nature is , any grievance raised by a person concerning the alleged behaviour or conduct of an employee towards any child.

If a concern relates to the alleged behaviour or conduct of an employee towards a child, details of the concern must be forwarded to the Principal /Supervisor who must promptly contact the SGO for advice, assessment, history check, risk assessment and determination of investigation pathway. If the allegation is about the Principal/Supervisor, contact the SGO for advice.

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If it is proposed that an employee's employment will be terminated as a result of the findings of the investigation, the employee will be invited to show cause as to why their employment should not be terminated.

17. Disclosure of the outcome

Under s57 of the Act CSBB must release information about the progress of the

19. Record Keeping and Access

Confidential records will be maintained in a safe and secure file, separate to the

- Collaborate and work cooperatively with other agencies in the Diocese of Broken Bay to ensure best practice and appropriate outcomes are achieved
- Report to the HRE and CSBB leadership team about numbers and types of allegations of inappropriate behaviour by staff.

All CSBB Staff are expected to be committed to understanding and complying with CSBB Reportable Conduct Policy . Employees must:

- ‘Give a report’ about any reportable allegation they become aware of and this report must be made as soon as practicable. Employees must ‘give a report’ about any reportable allegation they become aware of , and this report must be made as soon as practicable. To comply with this requirement employees must report any allegation, disclosure, complaint, concern, incident

Related Processes/Procedures

The Diocesan Office for Safeguarding Charter (20 22)

Related Policies

CSBB Code of Conduct (2024)
Pastoral Care & Student Wellbeing Policy (2020)
Behaviour Support Policy (2023)
Complaints Management Policy (2023)

Review

The Reportable Conduct Policy and related Procedures/Processes will generally be reviewed every five (5) years unless there is a legislative or regulatory requirement to do so earlier.

Revision/Modification History

Version	Current Title	Summary of Changes	Approval Date	Commencement Date
2	Reportable Conduct Policy	Minor updates and changes to reflect CSBB branding.	April 2024	April 2024
1	Addressing Allegations Of Inappropriate Behaviour By Employees Towards Children	New Policy	January 2021	January 2021

Approval Date/Revision Schedule

Approved by: Danny Casey – Director of Schools
Date Approved: April 2024
Date of next review: April 2029