

<b>Policy Last updated:</b>	20/04/2018
<b>Review &amp; update due:</b>	01/12 Annually
<b>Responsible for Policy:</b>	Executive Assistant
<b>Linked documents:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Reportable Conduct Checklist</a></li> <li>• <a href="#">Child Protection Policy</a></li> <li>• Suspected Abuse, Neglect &amp; Sexual Abuse flow Chart</li> <li>• Suspected Abuse/Neglect Form</li> <li>• Suspected Sexual Abuse Form</li> <li>• <a href="#">Reportable conduct scheme fact sheets</a></li> </ul>

## Introduction

This policy clearly outlines the process to undertake in the instance of a reported suspected abuse by a staff or volunteer of Southern Lights towards or in the presence of a child.

*NOTE: This does not apply to reports of abuse towards or in the presence of a child by a non-southern lights volunteer or staff member. For all other reports of abuse please refer to the child protection policy and state mandatory reporting laws.*

MORE INFO: [FACT SHEET](#)

## Definition of reportable conduct

There are five types of 'reportable conduct':

1. Sexual offences committed against, with or in the presence of a child.
2. Sexual misconduct committed against, with or in the presence of a child
3. Physical violence against, with or in the presence of a child
4. Any behaviour that causes significant emotional or physical harm to a child.
5. Significant neglect of a child.

MORE INFO: [FACT SHEET](#)

## Senior Minister's Responsibility

### As the head of the organisation the Senior Minister is responsible for:

- Ensure the organisation complies with the scheme
- Take a preventative approach to keeping children safe
- Have systems in place to enable anyone to notify their concern or allegation or reportable conduct
- Have systems in place that allow other people to report to the commission if the reportable allegation concerns the head of the organisation
- Have investigation processes clearly defined and developed

### The head of the organisation must report to the commission:

- Within three business days of being notified
  - Name and date of birth of the worker or volunteer
  - Police report
  - Organisation contact details, including the Head of organisations name
  - Initial advice on the nature of the allegation
- 30 calendar day update
  - Details of the allegation
  - Details of response to the allegation
  - Details about any disciplinary or other action proposed
  - Any written response from the worker or volunteer about the allegation and the proposed disciplinary or other
- Advice on the investigation
  - Name of investigator
  - Contact details

- To be given as soon as practicable
- Outcomes of the investigation
  - Copy of finding and reasons for the findings
  - Details about any disciplinary or other action proposed
  - Reasons for taking or not taking action.
  - To be given as soon as practicable
- Additional documents
  - The commission may request further documents from the head of the organisation

*The head of the organisation can seek assistance from staff or volunteers to carry out the responsibilities listed above. The head of the organisation is responsible to ensure compliance with the scheme.*

*It is an offence to fail to notify and update the commission about reportable conduct.*

MORE INFO: [FACT SHEET](#)

## **Immediate action required**

The head of the organisation is to remove the staff or volunteer from all ministry and leadership responsibilities until a thorough investigation has been completed.

***The following contains the process set out by  
Southern Lights in dealing with reportable conduct***

## REPORTABLE CONDUCT REPORT FLOWCHART

