

Early Years obligations and the Reportable Conduct Scheme



COMMISSION FOR CHILDREN
AND YOUNG PEOPLE

I am concerned about a child's safety. What should I do?

Follow the **PROTECT** guidelines: the **Four Critical Actions for Early Childhood Services** in responding to incidents, disclosures and suspicions of child abuse



Call **Victoria Police** on **000** if you have **immediate concerns** for a child's safety

Victoria Police

You must notify Victoria Police immediately if you have reasonable belief that a child has been abused or that criminal behaviour has occurred. Failure to notify Victoria Police that an adult may have committed a **sexual offence** against a child is a criminal offence.

DHHS Child Protection

You must report to DHHS Child Protection if you have significant concern for a child's safety and wellbeing and the child's parent/carer has not protected or is unlikely to protect the child from harm.

Department of Education and Training/Victorian Institute of Teaching

You must notify your regulatory body (such as DET) of any incidents, circumstances or complaints which raise concerns about the safety and/or wellbeing of children using your service. This includes notifying the Victorian Institute of Teaching if the source of suspected harm is an early childhood teacher.

Reportable Conduct

The Reportable Conduct Scheme (the Scheme) operates alongside other reporting obligations. The scheme applies to all Victorian early childhood services from **1 January 2019**. All workers, volunteers and contractors are covered by the Scheme and the Scheme captures allegations about reportable conduct and misconduct that may include reportable conduct which occurs **both within and external** to your organisation.

There are five categories of Reportable Conduct:

Against, with, or in the presence of a child

Physical
violence

Sexual
offences

Sexual
misconduct

Behaviour that causes
significant emotional or
psychological harm

Significant
neglect

Report to the Commission

If you, or anyone else, forms a **reasonable belief** that reportable conduct has taken place, you should follow your organisation's reporting procedures and should notify your Head of Organisation. The Head of Organisation must notify the Commission **within 3 business days** of becoming aware of the allegation(s) of reportable conduct and must wait for clearance from Victoria Police before commencing an internal investigation. If you form reasonable belief that a person associated with another organisation who is covered by the Scheme has committed reportable conduct, you may make a public notification to the Commission through its website.