

Reportable Conduct Scheme Self-Assessment Checklist

Under the ACT reportable conduct scheme, your designated entity is required to:

- Identify a Head of Entity, notify the ACT Ombudsman of their details and update this information as regularly as necessary.
- Have written policies and procedures for the prevention and management of allegations of reportable conduct.
- Report, investigate and respond to allegations raised against employees of the designated entity.
- Notify the ACT Ombudsman of new or historical reportable convictions recorded against employees.

1. Head of Entity

- Who is the identified Head of Entity for your designated entity?
- Has the ACT Ombudsman been provided with the name and contact details of this person?
- Has the identified Head of Entity changed recently?
- Does the ACT Ombudsman need to receive updated information?

2. Written policies and procedures

- Does your designated entity have written policies and procedures regarding the prevention and management of allegations of reportable conduct?
- Do these policies and procedures include a statement of your entity's commitment to child safety and providing a fair and reasonable process?
- Are all employees and volunteers familiar with these policies and procedures?
- Are these policies and procedures reviewed regularly and updated as required?

3. Preventing allegations of reportable conduct

- Has your designated entity identified the strategies it will use to prevent allegations of reportable conduct?
- Are these strategies clearly explained in your policies and procedures?
- Do these strategies include:
 - providing employees and volunteers with guidance of appropriate conduct?
 - conducting pre-employment screening?
 - periodically reviewing the status of Working with Vulnerable People registrations?
 - providing regular reportable conduct training and awareness raising opportunities?
 - conducting comprehensive risk assessments when responding to allegations of reportable conduct?

4. Reporting allegations of reportable conduct

- Has your designated entity identified the processes it will use to report allegations of reportable conduct?
- Are these processes clearly explained in your policies and procedures?
- Do these processes explain:
 - what reportable conduct is?
 - who is covered by the reportable conduct scheme?
 - how allegations of reportable conduct and reportable convictions are reported?
 - who the reportable conduct contacts within the designated entity are?
 - how the designated entity will ensure the ACT Ombudsman is notified of an allegation within 30 days?
 - who will complete the 17J final report and provide it to the ACT Ombudsman?

5. Investigating and responding to allegations of reportable conduct

- Has your designated entity identified the processes it will use to investigate and respond to allegations of reportable conduct?
- Are these processes clearly explained in your policies and procedures?
- Do these processes explain:
 - what employees must do when they become aware of a reportable allegation or reportable conviction?
 - how the entity will plan and conduct its investigation?
 - how related records will be stored?
 - how potential conflicts of interest will be identified and managed?
 - who will conduct the investigation, make a finding and identify and implement appropriate actions?

6. Risk assessment

- Has your designated entity identified the processes it will use to assess and manage risk before, during and after a reportable conduct investigation?
- Are these processes clearly explained in your policies and procedures?
- Do these processes include:
 - completing a documented risk assessment?
 - identifying and implementing risk management strategies?
 - considering potential risk to everyone who may have witnessed or been impacted by the alleged conduct and the designated entity more broadly?

7. Providing support

- Has your designated entity identified the support it will provide to those involved before, during and after a reportable conduct investigation?
- Are these processes clearly explained in your policies and procedures?
- Do these processes include providing support for:
 - people who have had allegations raised against them?
 - children and parents involved in an investigation?
 - employees and volunteers who have been involved in the investigation, including the person conducting the investigation?

8. Procedural fairness

- Has your designated entity identified the processes it will use to provide procedural fairness to people who have allegations of reportable conduct raised against them?
- Are these processes clearly explained in your policies and procedures?
- Do these processes include:
 - when and how the employee will be informed that reportable conduct allegations have been raised against them?
 - when and how the employee will be provided with an opportunity to respond to the allegations?
 - when and how the employee will be informed of any preliminary findings and proposed actions?
 - when and how the employee will be provided with an opportunity to respond to the preliminary findings and proposed actions?
 - when and how the employee will be advised of the final findings and actions?

9. Information sharing

- Has your designated entity identified the processes it will use to share information before, during and after a reportable conduct investigation?
- Are these processes clearly explained in your policies and procedures?
- Do these processes include when and how information will be requested from or shared with:
 - ACT Policing
 - Child and Youth Protection Services
 - Access Canberra (Working with Vulnerable People registration)



More information, including Reportable Conduct Practice Guides, are available at ombudsman.act.gov.au.