



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?

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.