

GEELONG GRAMMAR SCHOOL

Reportable Conduct Policy

1. Purpose and Scope

- 1.1 This Policy supports the School's obligations under the Reportable Conduct Scheme and applies to all School Employees, Third Party Contractors and Volunteers engaged by the School.
- 1.2 This Policy has been endorsed by the School Council.
- 1.3 This Policy is underpinned by the School's Student Safeguarding Policy.

2. Reportable Conduct

- 2.1 There are five types of 'reportable conduct' listed in the *Child Wellbeing and Safety Act 2005*. Reportable Conduct means an allegation that involves any one or more of the following elements against a Child:
 - 2.1.1 a sexual offence (against, with or in the presence of, a child);
 - 2.1.2 sexual misconduct (against, with or in the presence of, a child);
 - 2.1.3 physical violence (against, with or in the presence of, a child);
 - 2.1.4 behaviour causing significant emotional or physiological harm; or
 - 2.1.5 significant neglect.

3. Reporting Reportable Conduct

- 3.1 Any person, regardless of whether they are a School Employee, parent or person in the wider School community, who has a reasonable belief that a School Employee has committed Reportable Conduct or misconduct that may involve Reportable Conduct, must report such information to any of the following:
 - 3.1.1 the Student Safeguarding and Risk Officer;
 - 3.1.2 the appropriate Head of Campus;
 - 3.1.3 the Vice Principal; or
 - 3.1.4 the Principal,within a 24 hour period of forming a suspicion and reasonable belief to that effect.
- 3.2 The conduct may have occurred at the School or outside the School, whether or not a School related activity.
- 3.3 The Student Safeguarding and Risk Officer, Head of Campus or Vice Principal must immediately report the Reportable Conduct Allegation(s) to the Principal (except in the case where the report has already been made to the Principal or where the allegation(s) relates to the conduct of the Principal, in which case the concern should immediately be reported to the Chair of the School Council).
- 3.4 If the alleged conduct is criminal in nature, the Principal must immediately report the allegation(s) to both Victoria Police and the School Council by telephone and in writing.
- 3.5 The Principal (or where applicable, the Chair of the School Council) will notify the CCYP of the allegation(s) via the online notification form within three (3) business days after becoming aware of the Reportable Conduct Allegation.
- 3.6 If the matter has been reported to Victoria Police, the School may be required to hold the commencement of any investigation until receipt in writing of authorisation from Victoria Police that clearance is provided for the School to then proceed with an investigation.
- 3.7 The fulfilling of the role and responsibilities in this Policy by any person does not displace or discharge any other obligations that may arise if that person reasonably believes that a child is at risk of child abuse.

4. The Investigation of Reportable Conduct Allegations

- 4.1 Subject to clause 3.6 above, the Principal (or Chair of the School Council) will as soon as practicable after becoming aware of a Reportable Conduct allegation(s), commence an investigation, which may include the appointment of an independent investigator.
- 4.2 The investigation procedure is contained in the School's Reportable Conduct Allegation Procedure.
- 4.3 The Principal (or Chair of the School Council) will as soon as practicable and within thirty (30) calendar days provide the CCYP with an update which may include:
 - 4.3.1 an investigation plan or a detailed investigation report regarding the allegation(s);
 - 4.3.2 details of the School's response to the allegation(s) and any findings of fact and findings of Reportable Conduct;
 - 4.3.3 whether or not the School intends to take any disciplinary action;
 - 4.3.4 any written response from the alleged offender; and
 - 4.3.5 any additional documents relevant to the investigation.

5. Investigation Principles

- 5.1 The following principles apply to the conduct of an investigation of Reportable Conduct Allegations:
 - 5.1.1 whilst the health, safety and wellbeing of all members of the School Community is important, the safety of Children is the highest priority;
 - 5.1.2 Child abuse allegations should be lodged in good faith and without frivolous, malicious or vexatious intent;

- 5.1.3 the allegation will be dealt with promptly subject to Police clearance (if required);
- 5.1.4 the allegation will be taken seriously;
- 5.1.5 the right to report will be affirmed and the person providing the information pertaining to a possible Reportable Conduct allegation will not be pressured in any way;
- 5.1.6 the alleged offender will be afforded procedural fairness; and
- 5.1.7 the making of a Reportable Conduct Allegation does not remove the right of any person lodging an allegation to proceed to an external body or authority.

6. Safeguarding for a Child

- 6.1 The School will take appropriate actions to protect any Child (being a School Student) connected to the complaint or concern relating to Child Abuse until the complaint or concern is resolved. Actions taken by the School in these circumstances may include but are not limited to the following:
- 6.1.1 Provide information regarding pathways of support so that the Child has a variety of support options available to them (both internal and external to the School);
 - 6.1.2 Provide a safe place on their campus that the Child may attend should they feel threatened or at risk;
 - 6.1.3 Provide a nominated School liaison for the Child and their family;
 - 6.1.4 Vary (by agreement or otherwise as advised by external professionals, such as medical practitioners) the Child's participation in academic, co-curricular and boarding programmes in their best interests;
 - 6.1.5 Take any reasonable actions as necessary to ensure the Child does not come into contact with the subject of the complaint while on School property; and
 - 6.1.6 Do anything else or any other actions as reasonably determined by the School, professionals involved in the matter, the Student and their family.

7. Definitions

CCYP	means the Commissioner for Children and Young People
Child or Children	means a person under the age of 18 years
Misconduct	includes conduct that may constitute Reportable Conduct, and otherwise may be a breach of the terms of employment or School policies.
Physical violence	means conduct committed against, with or in the presence of a Child, including an act that causes physical injury or behaviour such as hitting, kicking, punching, pushing, shoving, grabbing, throwing, shaking or striking with an object.
Reportable Conduct Allegation	means an allegation that involves any one or more of the following elements against a child: <ul style="list-style-type: none"> 1. a sexual offence; 2. sexual misconduct; 3. physical violence; 4. behaviour causing significant emotional or physiological harm; or 5. significant neglect.
the School	means Geelong Grammar School including its registered boarding premises
School Employees	means all members of the Executive and Leadership team and all other campus and boarding premises employees, whether employed on a full, part time or casual basis and for the purposes of this Policy includes all members of School Council.
Sexual Offence	includes the following offences committed against a Child by a person of or above the age of 18 years: <ul style="list-style-type: none"> 1. rape; 2. indecent assault; 3. sexual penetration of a Child; 4. indecent act with a Child; 5. administration of a drug with the intention of rendering the Child incapable of resistance to enable a person to take part in an act of sexual penetration or commit an act of indecency with the Child; 6. grooming (where an adult communicates, by words or conduct, with a Child under the age of 16 years or with a person who has care, supervision or authority of the Child (e.g. the child's Parents) with the intention of facilitating the Child's involvement in sexual conduct, either with the groomer or another adult); or 7. image abuse.
Sexual misconduct	includes behaviour, physical contact or speech or other communication of a sexual nature, inappropriate touching or physical contact or grooming behaviour.
Student or Students	means a Child enrolled at the School



Student Safeguarding and Risk Officer	means the School Employee appointed as a first point of contact for Student safety and risk matters.
Third Party Contractors	means a third party service provider engaged by the School to provide a service to the School and or its students.
Volunteer	means people who assist the School in some capacity directly or indirectly School activities, and will have access to students (including virtual/online) or student places of study (i.e. campus, School camp or sporting event, hosting accommodation) including but not limited to: <ol style="list-style-type: none">1. a volunteer or a contracted service provider engaged in school activities (whether or not a body corporate or any other person is an intermediary); and2. Homestay Providers.

8. Review and Circulation

Responsible Department:	<input checked="" type="checkbox"/> Safeguarding and Legal Services
Version:	3
Approved by:	<input checked="" type="checkbox"/> School Council
Effective Date:	18 August 2025
Review Date:	18 August 2026
Location:	<input checked="" type="checkbox"/> School wide
Publication:	<input checked="" type="checkbox"/> School Community <input checked="" type="checkbox"/> School Employees