Melbourne Church of Christ

PO Box 305, Doncaster, VIC 3108

A.C.N: 111 933 325
A.B.N: 24 111 933 325

Policy for the Head of the Organisation with respect to the Reportable Conduct Scheme.

The Reportable Conduct Procedure falls under the Child safety and Wellbeing Policy

As per the Child safety and Wellbeing Policy, the **Head of the Organisation** is identified as the **current Chair of Directors**.

The Chair of Directors will:

Act as the Head Of the Organization for the purposes of the Reportable Conduct Scheme, including

- Be fully aware of, and knowledgeable about the responsibilities of the head of an organisation, including the notes provided in
  - 0. What the Legislation Specifically Says about the RCS.docx
  - 0. A guide for Religious Organisations on the Reportable COnduct Scheme.pdf
  - https://www.vic.gov.au/reportable-conduct-scheme#for-heads-of-organisations
  - https://www.vic.gov.au/reportable-conduct-scheme#how-do-i-give-the-ssr-information
  - Information-Sheet-3-Responsibilites-of-the-head-of-an-organisation-30.05.17.pdf
  - MCOC - The Reportable Conduct Scheme Complaint Handling Policies and Procedures for Chair Of Directors and Incident Response Team..docx
  - https://ccyp.vic.gov.au/reportable-conduct-scheme/for-heads-of-organisations/#TOC-3
- Sign up and maintain a subscription for information and updates from The Commission for Children and Young People (CCYP).
  - https://ccyp.vic.gov.au/contact-us/sign-up-for-commission-updates/
- Regularly monitor channels through which allegations may be reported including via the report.conduct@melbournecoc.org email address.
- Ensure that all allegations based on reasonable grounds are reported as appropriate, including allegations made against employees who do not have direct contact with children, and conduct that allegedly occurred outside of their work.
- Inform parents/guardians if an allegation of Reportable Conduct is raised which involves their child and provide regular updates on progress or actions taken.
- Contact 000 if they have immediate safety concerns about a child or young person.
- Contact the Commission if unclear on whether or not a reportable allegation should be made about a person: Phone 1300 78 29 78 Email: childsafestandards@ccyp.vic.gov.au

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- Gather the information required to complete the report. *Note: The types of information required can be found in Information-Sheet-7-Reporting-to-the-Commission-30.05.17.pdf.*
- Notify the Commission within three business days of becoming aware of a reportable allegation, using the online forms found at https://rcs.ssr.vic.gov.au/
    - *Note: The form is not able to be saved once commenced: It must be completed in one session*
- Make a report to Victoria Police after becoming aware that a reportable allegation may involve criminal conduct (if any reportable allegation involves suspected criminal behaviour, notify both the Victoria police and the Commission).
- Understand that police investigations take priority over reportable allegation notifications and as such the organisation's investigation may need to be deferred until the police investigation has been completed. *Understand that the Reportable Conduct Scheme does not replace the legal requirement to report allegations to Victoria Police.*
- Provide the Commission with details of who is conducting the investigation.
- Begin an investigation using the CCYP Investigation Guide.
- Manage risks to children whilst undertaking the investigation.
- Maintain detailed and objective notes on all aspects of the investigation.
- Provide the Commission with updates on the organisation's response to the allegation via the online forms.
- Assess the evidence and decide based on the strength of the evidence as to whether the Reportable Conduct occurred.
- Provide the Commission with detailed information on the reportable allegation and any action taken within thirty calendar days of the initial notification via the online forms.

- Ensure that their organisation has systems in place to:
    - prevent reportable conduct from being committed by a worker or volunteer within the course of their employment
    - enable any person to notify the head of a reportable allegation
    - enable any person to notify us of a reportable allegation involving the head
    - investigate and respond to a reportable allegation against a worker of volunteer from that organisation.

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Train and supervise

- Ensure a correct and robust recruitment process is implemented with effective pre-employment screening including appropriate reference checks, WWCC or a Victorian Institute of Teaching registration.
- Ensure inductions include relevant information on child safe practices, adhering to the Child Safe Standards, Melbourne Church of Christ Code of Conduct, strategies that identify, assess and minimise risks to children and mandatory reporting obligations and procedures.
- Ensure that all employees have a thorough understanding of the Reportable Conduct Scheme and how to notify reportable conduct.
- Ensure all employees are aware of who holds the position of 'head of organisation'.
- Ensure that all employees follow policies and procedures as outlined in the Child Safe Policy.

Ensure fair procedures for personnel

- Ensure the safety and wellbeing of children is the primary concern whilst also being fair and just to personnel. Decisions made when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

Revisions

21/07/2026 - General Revision. Changed reporting to SSR from CCYP. Other details updated. TF