

Important: Queensland's Reportable Conduct Scheme (the Scheme) requires organisations to report and investigate allegations of child abuse and misconduct by their workers. The Scheme requires that the head of an entity (or their authorised delegate) must give the Queensland Family and Child Commission (the Commission) a final report as soon as practicable after the reportable allegation or reportable conviction investigation is completed.

This template is a useful guide for organisations covered by the Scheme and may be used when submitting the final report to the Commission under section 37 of the *Child Safe Organisations Act 2024* (the Act). Please note, use of the template is not required and is intended to reflect a 'best practice approach'.

The Scheme does not replace any existing mandatory reporting requirements. You are still obliged to meet your mandatory reports, even if you submit this form.

If there are multiple subjects of allegations, separate notifications should be submitted to the Commission for each subject employee.

Items marked with * are required to be reported under the Act.

Part 1 – Investigation details

*Reportable Conduct Case Reference	
*Entity name	
*Head of Entity name	
*Entity contact details	
1.1 Investigator's details	
*First name	
*Last name	
*Role/position	
Investigator's organisation (if external)	
*Phone	
*Email	
*Are there any perceived, potential or actual known conflicts of interest?	☐ No ☐ Yes, provide details of how it has been managed:

Part 2 – Details of worker subject to reportable allegation or reportable conviction notification

*First name	
Middle name	
*Last name	
*Phone	
*Role in the entity	
*Is the worker still performing work for the entity?	☐ Yes ☐ No
*Employment dates	Start date End date
*Are you aware if the worker is engaged at any other organisations?	☐ No ☐ Unknown ☐ Yes, provide details:

Part 3 – Details of your investigation

*Executive summary

This section should include the facts and circumstances of the reportable allegation or the reportable conviction per section 37(2)(a), the purpose of the investigation and a summary of the lines of inquiry followed.

Part 4 – Findings

Reportable conduct findings must be either ‘substantiated’, ‘unsubstantiated’, ‘no outcome’ or ‘conduct outside the Scheme’.

Complete a reportable conduct finding for each reportable allegation or reportable conviction per section 37(2). You can reuse this page if necessary.

Following an analysis of all information gathered during this investigation and on the balance of probabilities, I find that the allegation or conviction is:

Finding	Reportable conduct type
☐ Substantiated ☐ Unsubstantiated ☐ No outcome ☐ Conduct outside the Scheme	☐ A child sexual offence ☐ Sexual misconduct, committed in relation to, or in the presence of, a child ☐ Ill-treatment of a child ☐ Significant neglect of a child ☐ Physical violence committed in relation to, or in the presence of, a child ☐ Behaviour that causes significant emotional or psychological harm to a child

Reasons for findings:

Reasons for your reportable conduct findings should include what evidence supports / does not support whether the alleged reportable conduct occurred. If the reportable conduct did occur, whether it amounts to reportable conduct and why / why not.

Part 5 – Evidence relied upon during investigation

This section should include details about evidence gathered during the investigation

Your evidence should show us:

- how you became aware of the reportable allegation or reportable conviction
- what lines of inquiry you pursued (for example: witness statements or interviews, internal records, closed circuit television footage, photographs, etc.)
- how and when the subject worker was provided with procedural fairness (for example: letters of allegation, letters of proposed adverse findings, interview notes or transcripts, employee responses, and final outcome letters.)

All evidence should be submitted to the Commission when submitting your final report per section 37(2)(d) per Part 8 of this form. If you do not provide the evidence required, the Commission will request this information from you.

Part 6 – Other agencies

*Have you informed any other agency of the outcome of your investigation

- ☐ Yes, continue to section 6.1
- ☐ No, go to part 7

6.1 Which agency has the concern been referred to?

Agency	Date reported	Reference number

Part 7 – Recommendations and actions

This section is used for any concerns identified during the course of the investigation and the actions your organisation is considering taking / has taken to address these concerns.

If the worker performs work for the entity, what action including risk management action has been taken in response to the reportable allegation or reportable conviction including immediate steps to prevent the worker from having contact with children, any disciplinary action taken or proposed to be taken per section 37(2)(f).

If no action was/ is being taken, the reasons why per section 37(2)(h).

List any action taken/proposed to be taken to improve the reporting entities ability to identify reportable conduct and to report and investigate reportable allegations or reportable convictions (for example: reviewing systems or policies) per section 37(2)(g).

If no action was/ is being taken, the reasons why per section 37(2)(h).

Part 8 – Lodging

Lodge this form:

- **Online:** www.qfcc.qld.gov.au
- **Post:** Queensland Family and Child Commission, PO Box 15217, Brisbane City East QLD 4002

If the reportable conduct you wish to report relates to child exploitation material, do not attach images to this report as this constitutes a criminal offence. You must also consider your obligations to report to police. You can seek advice from police about what to do with child exploitation material.

Please note if you submit this form, you are declaring that:

- I am the Head of Entity of a reporting entity or authorised delegate.
- I have taken reasonable steps to provide as much detail as possible.
- I understand that by submitting this form, I am providing a final report for reportable conduct as defined in the *Child Safe Organisations Act 2024* (Qld).
- I will handle personal information appropriately and will not disclose personal information where I am not authorised, or it is not appropriate to do so.
- I understand that it is an offence to provide a false or misleading statement or document.

Date final report completed		Date approved by Head of Entity / authorised delegate	
Head of Entity / authorised delegate signature			
Head of Entity / authorised delegate name and title			

Part 9 – Privacy statement

The Queensland Family and Child Commission (the Commission) is collecting personal information for the purpose of carrying out the Commission's functions under the *Child Safe Organisations Act 2024* (Qld) and may provide your information to corresponding bodies in accordance with the Commission's functions.

The personal information you provide will only be used for the purposes for which it was collected. Personal information will be handled in accordance with the *Child Safe Organisations Act 2024* and the *Information Privacy Act 2009*. If you do not provide the required information, we may not be able to fulfil that purpose.

A head of a reporting entity under the *Child Safe Organisations Act 2024* is required by law to provide certain information to us. Penalties may apply if you fail to provide certain information, or if you knowingly provide false or misleading information.

You can find information about how we handle your information in our [privacy plan](#) on our website, and about how you can access and amend your personal information on our [Right to Information webpage](#). You can [contact us](#) if you have questions or complaints about how we manage your personal information.

Section 102 of the *Child Safe Organisations Act 2024* (Qld) makes it an offence for a person to knowingly give Commission officials false or misleading information. Maximum penalty for such an offence is 100 penalty units.

By submitting this form to the Commission, you affirm that, to the best of your knowledge, the information provided by you on this form is accurate and truthful and you confirm that the information being provided to Commission officials is not false or misleading in any material particular.