

Important: The Queensland Family and Child Commission’s (the Commission) role is to promote and oversee child safe organisations.

Anyone can raise a concern about worker conduct with the organisation they work for. Organisations should have clear and accessible information about how to do this, and what they will do once concerns are received. These processes should be available to anyone involved in the organisation, including children and young people, their parents and carers, community members, and other workers of the organisation.

It is the responsibility of the head of the organisation to lodge reportable conduct reports with us. Anyone else can notify us of a reportable conduct concern. If the organisation is subject to the Reportable Conduct Scheme (the Scheme), we will refer the information you give us to the head of the organisation and ask them to investigate.

Concerns about the reportable conduct of the head of an organisation can be raised directly with us. These may be referred to someone else at the organisation for more information, or to a sector regulator. You can discuss this with us if you are concerned about how a matter will be dealt with.

Part 1 – Privacy

Your contact details assist the Commission to verify and respond to reportable conduct. The Commission is required to treat information about reportable conduct confidentially. Our ability to disclose information to you about this matter may depend on your relationship to the organisation or the victim.

Can the Commission contact you regarding your concern/s?

Yes, continue to part 2

No, continue to part 3

Choosing not to provide your details and remain anonymous may limit the action the Commission or the head of the organisation can take to investigate reportable conduct.

Part 2 – Your details

First name	
Middle name/s	
Last name	
Preferred name	
Phone	
Email	
Address	
Preferred contact method	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Post
Your relationship to the organisation	<input type="checkbox"/> I am a parent, carer or guardian of a child who is an victim of reportable conduct <input type="checkbox"/> I am a parent, carer or guardian of another child <input type="checkbox"/> I am a child or young person <input type="checkbox"/> Other:

Part 3 – Details of the reportable conduct

If you don't have all the details, fill in as much information as you can.

3.1 What organisation does the worker volunteer or work for?

Organisation name	
Phone	
Email	
Address	
ABN	
ACN	
Do you know who the head of the organisation is?	<input type="checkbox"/> No, continue to section 3.2 <input type="checkbox"/> Yes, continue to section 3.3

3.2 Head of organisation

For example: CEO, Principal, Chief Operating Officer, Director-General.

First name	
Middle name/s	
Last name	
Role	
Phone	
Email	

3.3 Worker's details

First name	
Middle name/s	
Last name	
Former names (if known)	

3.3 Worker's details (continued)	
Aliases (if known)	
Preferred name	
Phone	
Email	
Gender	<input type="checkbox"/> Man/male <input type="checkbox"/> Woman/female <input type="checkbox"/> Nonbinary <input type="checkbox"/> Other
Role in organisation	
Is the worker the head of organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the worker currently working for the organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.4 Details of the reportable conduct	
What type of reportable conduct are you reporting?	<input type="checkbox"/> A child sexual offence <input type="checkbox"/> Sexual misconduct, committed in relation to, or in the presence of, a child <input type="checkbox"/> Ill-treatment of a child <input type="checkbox"/> Significant neglect of a child <input type="checkbox"/> Physical violence committed in relation to, or in the presence of, a child <input type="checkbox"/> Behaviour that causes significant emotional or psychological harm to a child
Do you know if the matter you are reporting is a reportable allegation or reportable conviction?	<input type="checkbox"/> Reportable allegation <i>A reportable allegation is an allegation or other information that leads a person to form a reasonable belief that a worker of a reporting organisation has committed—</i> <i>(a) reportable conduct; or</i> <i>(b) misconduct that may involve reportable conduct.</i> <input type="checkbox"/> Reportable conviction <i>A reportable conviction is a conviction for an offence committed by the worker against a law of a State or the Commonwealth that may involve reportable conduct.</i> <input type="checkbox"/> Unknown
Is the reportable conduct	<input type="checkbox"/> A single incident or omission <input type="checkbox"/> A series of incidents or omissions
When did the reportable conduct occur?	

3.4 Details of the reportable conduct (continued)

In what capacity did the reportable conduct occur?

- While the worker was performing work
 In their private capacity

Summary of the reportable conduct:

Outline the details including the dates, times, location, and circumstances of the reportable conduct. If you have supporting documents or evidence, you can submit them with this form.

When did you become aware of the reportable conduct?

How did you become aware of the reportable conduct?

For example: did the victim disclose to you or another person, did you witness the incident, did the organisation contact you?

Have you reported your concern/s to the organisation?

- No, continue to section 3.5
 Yes, continue to section 3.6

3.5 I have not reported my concern

Why are you not reporting this concern/s to the organisation?

- Fear of negative consequences
- Concerned about privacy or safety
- Concerned about impact on others
- Do not know how to report to organisation
- Too difficult to make a report to organisation
- Prefer not to say

3.6 I have reported my concern

Who did you report your concern/s to?

When did you report the concern/s?

Have you received a response from the organisation?

- Yes, continue below
- No, continue to part 4

Response from organisation:

Part 4 – Details of the victim

Do you have details you can share?

- Yes, continue to 4.1
Where there are multiple victims, please provide their details in part 6.
- No, continue to section 4.2

4.1 Identity details of the victim

First name

Middle name/s

Last name

Preferred name

Age

Gender

- Man/male Woman/female Nonbinary Other

Does the victim identify as an Aboriginal person or a Torres Strait Islander person?

- An Aboriginal person
 A Torres Strait Islander person
 An Aboriginal and Torres Strait Islander person
 Do not identify
 Unknown

Is the victim from a culturally or linguistically diverse community?

- Yes
 No
 Unknown

Is the victim a person with disability?

- Yes
 No
 Unknown

Was the victim engaged with a service of the organisation at the time of the incident?

- Yes
 No

4.2 Parents or guardians

If you are not the victim's parent or guardian, do you know if the victim's parent, carer or guardian is aware of the concern/s?

- Yes
 No
 Don't know

Part 5 – Other agencies

Do you know if another agency or regulator has been made aware of the concern/s?

- Yes, continue to section 5.1
- No, go to part 6

5.1 Which agency has the concern been referred to?

Agency	Date reported	Reference number
<input type="checkbox"/> Queensland Police Service		
<input type="checkbox"/> Child Safety (<i>Department of Families, Seniors, Disability Services and Child Safety</i>)		
<input type="checkbox"/> Queensland College of Teachers		
<input type="checkbox"/> Department of Education		
<input type="checkbox"/> Regulator		
<input type="checkbox"/> Blue Card Services		
<input type="checkbox"/> Other: (<i>please specify</i>)		

Part 6 – Additional information

Please provide additional information relevant to your concern/s:

Part 7 – 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.

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.

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.