



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) notify the Queensland Family and Child Commission (the Commission) with an interim report within 30 business days after the head of the entity became aware of the reportable allegation or reportable conviction.

This template is a useful guide for organisations covered by the Scheme and may be used when submitting the interim report to the Commission under section 35(1) 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	
*Role in the entity	
*Are you aware if the worker is engaged at any other organisations?	☐ No ☐ Unknown ☐ Yes, provide details:
*Are you aware of any workplace history of the worker relevant to the reported conduct being investigated?	☐ No ☐ Yes, provide details:

Part 3 – Interim report mandatory requirements***Facts of the matter**

This section should include the facts and circumstances of the reportable allegation or reportable conviction per section 35(2) (a), to the extent it is available to the head of the reporting entity.



*What action has been taken in response to the reportable allegation or reportable conviction?

This section should include an update on any action, including risk management action, taken in response to the reportable allegation or reportable conviction per section 35(2)(b). This includes steps taken to safeguard children and others (for example, supervision changes, restricted duties and suspended access).

*Has the worker has made written submissions to the head of the reporting entity in relation to the reportable allegation or reportable conviction, provide a copy of the worker's written submissions per section 35(2)(c)?

- ☐ Yes, attach the submission
- ☐ No

Important: Before an investigation ends, the head of the reporting entity must ensure the worker who is the subject of the reportable allegation or reportable conviction is given a written notice stating:

- any proposed findings for the investigation that may be adverse to the worker
- that the worker may, within a reasonable stated period, give written submissions to the person conducting the investigation about the proposed findings.

The head of the reporting entity must ensure the worker's submissions are considered in preparing the final report.

Part 4 – Other agencies

*Has another agency or regulator been contacted in relation to this matter during your investigation?

- ☐ Yes, continue to section 4.1
- ☐ No, go to part 5

4.1 Which agency has the concern been referred to?

Agency	Date reported	Reference number
☐ Queensland Police Service		
☐ Child Safety (Department of Families, Seniors, Disability Services and Child Safety)		
☐ Queensland College of Teachers		
☐ Department of Education		
☐ Regulator		
☐ Blue Card Services		
☐ Other: (please specify)		

Part 5 – Any other information

Is there any other additional information you wish to provide:

**Part 6 – 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 an interim 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 interim 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 7 – 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.