Capital Region Community Services

Reportable Conduct Policy and Procedure

Policy

The ACT has introduced a reportable conduct scheme to oversee how organisations prevent and respond to allegations of child abuse and misconduct. The scheme commenced on 1 July 2017.

The reportable conduct scheme addresses **employment-related** child protection.

Capital Region Community Limited (CRCS) is covered by this scheme and is committed to ensuring the protection of children and young people who use our services. The CRCS Values and Code of Conduct (in particular Personal and Professional Behaviour, Duty of Care and Respect for the Law) must be evident by all employees when undertaking duties and responsibilities outlined within this policy and procedure.

CRCS requires that at no time shall an employee or volunteer of CRCS (see scope below) undertake any action or behaviour towards any child within the workplace that may be considered reportable conduct. If allegations of reportable conduct are found to be true, CRCS may undertake disciplinary action up to and including termination of employment.

All allegations that fit within the definitions and bounds of the Reportable Conduct Scheme must be reported to the Chief Executive Officer of CRCS or an Executive Member within 24 hours of being notified of or suspecting reportable conduct may have occurred.

The reportable conduct scheme does not interfere with reporting obligations to Children's Education and Care Assurance (CECA), ACT Policing or Children and Youth Protective Services (CYPS) or any other relevant professional bodies and if CRCS suspect criminal conduct has occurred, we will report to police in the first instance.

The reportable conduct scheme means we must report allegations or convictions concerning child-related misconduct by an employee including:

- ill-treatment of a child (including emotional abuse, and hostile use of force)
- neglect
- psychological harm
- misconduct of a sexual nature
- sexual or physical offences and convictions where a child is a victim or is present
- inappropriate discipline or offences relating to protecting children from harm in accordance with the provisions of the Education and Care Service *National Law (ACT) Act 2011.*

Reportable conduct covers a broader range of conduct compared to the types of child abuse which must be reported to CYPS. This means we may become aware of an allegation or conviction that is reportable to the Ombudsman but is not conduct which must be mandatorily reported to CYPS. Likewise, we may need to report conduct to CYPS, but if the alleged behaviour did not involve an employee (for example, the allegation is against a parent or participant), there is no requirement to report to the ACT Ombudsman.

According to the legislation, reportable conduct does not include behaviour that is:

- reasonable discipline, management or care of a child considering the characteristics of the child and any relevant code of conduct or professional standard that at the time applied to the discipline, management or care of the child, or
- held to be trivial or negligible conduct after being investigated and recorded as part of workplace procedures, or
- prescribed by regulation.

Examples of behaviour that is **not considered reportable** include:

- touching a child to attract the child's attention, to guide a child, or to comfort a distressed child
- when an educator raises his or her voice to attract attention or restore order, or
- when there is accidental contact with a child.

Even conduct that is determined to be not reportable must still be considered by CRCS when an allegation is made. When this occurs, a record must be made about why the conduct was considered not reportable. The CRCS Executive Team will maintain these records which can be audited by the Ombudsman.

Scope

This Policy and Procedure is relevant to all employees and volunteers of CRCS. This policy also includes individuals engaged directly by Capital Region Community Services, (such as agency employees; and other specified personnel such as, students, consultants, contractors and allied professionals)

Definitions

Allegations: Allegation is an express assertion that misconduct has occurred

Child: For the purposes of this policy and procedure, a child includes children and young people under the age of 18

Misconduct: Misconduct involves something more than mere negligence, error of judgement or innocent mistake. Both in law and in ordinary speech the term 'misconduct' usually implies an act done wilfully with a wrong intention, and conveys the idea of wrongful intention

Reportable Conduct: Reportable Conduct includes:

1. Sexual offenses and convictions where a child is a victim or present
2. Physical offences and convictions where a child is a victim or present
3. Ill-treatment of a child
4. Neglect
5. Psychological harm
6. Misconduct of asexual nature
7. Inappropriate discipline or offences relating to protecting children from harm in accordance with the provisions of the Education and Care Services National Law

Serious Misconduct: This term is defined in Reg 1.07 under the *Fair Work Regulations 2009* to mean:

- wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment

- conduct that causes serious and imminent risk to the health and safety of a person, or the reputation, viability or profitability of the employer's business
- theft
- fraud
- assault
- the employee being intoxicated (alcohol or drugs, other than prescribed drugs) at work
- the employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

PROCEDURE

This procedure outlines the following:

1. What is Reportable Conduct? - an overview
2. How to report Reportable Conduct
3. Risk Assessment - management and conclusion
4. Investigation

Section 1: What is Reportable Conduct? – an overview

What is reportable conduct?

If you have reasonable cause to suspect any of the following, you MUST report the matter immediately to your manager. The manager will immediately *(at the time the matter was reported to them)* report the matter to the Chief Executive Officer (CEO) or an Executive Member by phone and email for further action.

1. Sexual offences and convictions

An employee's charge, finding of guilt, or conviction relating to a sexual offence committed against, with, or in the presence of a child is reportable to the Ombudsman. It does not matter whether the conduct is alleged to have occurred in the professional or personal capacity as long as the person was an employee at the time CRCS became aware of the allegation.

Sexual offences and convictions relate to offences in the Crimes Act 1900.

All allegations of an employee involving a child in a sexual activity that he or she does not fully comprehend, is unable to give informed consent to or that violates the law should be reported to police.

2. Offences against the person including physical assault

Offences against the person, including physical assault, relates to an offence against any of the provisions of the *Crimes Act 1900* listed in the Act or a state or territory equivalent if the matter occurs outside the ACT. Offences against the person are reportable conduct if they are committed against, with or in the presence of a child. Assault may include hitting, kicking or punching of a child.

A serious threat or fear of physical harm may also constitute an offence. Words or gestures can lead the child to apprehend the imminent application of physical force, regardless of whether the person actually intends to apply any force. Again, it does not matter whether the conduct is alleged to have occurred in the professional or personal capacity as long as the person was an employee at the time the alleged conduct was said to have occurred.

For an assault to occur, it is not necessary that the person act with hostility or that the child sustain an injury. However, the presence or absence of any hostility or injury may be significant when deciding whether the physical force used, or the apprehension created, constituted an assault.

A range of variables should also be considered, having regard for the circumstances of each case. These variables may include matters such as the age, maturity, health or characteristic of the child involved.

There is a range of physical contact that, because of the context in which it occurs, does not amount to assault. For example, **an assault may not have occurred** where there is reasonable force used to:

- exercise appropriate control over a child
- disarm a child seeking to harm themselves or others
- separate children who are fighting
- restrain a child from hurting themselves, others or damaging property
- provide self-defence or the defence of others.

3. Convictions defined

A reportable conviction is defined as a conviction, or finding of guilt, under a territory law or a state or Commonwealth law, involving reportable conduct; and entered against the person before or after the commencement of the Act. The Act requires any such conviction or finding of guilt against employees of a designated entity be reported to the Ombudsman whether the conduct is alleged to have taken place in the course of the person's employment or in any other setting.

4. Offences against the National Law

Reportable conduct also includes an offence against either of the following provisions of the Education and Care Service National Law (ACT): s166 (Offence to use inappropriate discipline) or s167 (Offence relating to protection of children from harm or hazards). Reporting does not have to be the result of a conviction, merely a formal investigation into the matter.

5. Ill-treatment of a child

Ill-treatment includes those circumstances where an employee treats a child in an **unreasonable and seriously inappropriate, inhumane or cruel manner**. This behaviour may be intentional or unintentional. The focus is on the alleged conduct rather than the actual effect of the conduct on a child.

Ill-treatment of a child can include:

- emotional abuse
- hostile use of force/physical contact towards a child
- inappropriate restrictive intervention
- making excessive and/or degrading demands on a child
- malevolent acts
- a pattern of hostile or unreasonable and seriously inappropriate, degrading comments or behaviour
- inappropriate forms of restrictive intervention.

Emotional Abuse

Emotional abuse may occur when treatment towards a child is **unreasonable and seriously inappropriate, inhumane or cruel**.

Examples of emotional abuse is conduct toward a child by an employee where the child is:

- isolated (e.g. placing a child in a cupboard as punishment)
- verbally assaulted
- subjected to a pattern of hostile or unreasonable and seriously inappropriate, degrading comments or behaviour
- harassed/being corrected in excess of what is reasonable
- humiliated or intimidated
- rejected
- frightened by threats of violence or exposure to violence
- treated in a malevolent or retaliatory manner
- bullied or treated with continual coldness
- alleged to have seen or heard the physical, sexual or psychological abuse of a person with whom the child or young person has a domestic relationship.

A medical diagnosis is not required to establish a causal link between an employee's conduct and emotional harm to a child.

Hostile use of force/physical contact

Hostile use of force/physical contact occurs when a person applies **unreasonable and seriously inappropriate, inhumane or cruel** force/physical contact against a child or causes a child to fear the imminent use of such force/physical contact. Decision makers may also consider whether the alleged conduct is an assault.

An allegation of hostile use of force/physical contact may be considered where:

- the alleged conduct results in the child being injured, beyond a type of injury like a minor scratch or graze (this can result from a single episode or repeated episodes)
- the force/physical contact had the potential to result in an injury that is more than a minor scratch or graze or the child was afraid that injury might result
- the injury suffered may be minor, but the force/physical contact applied is associated with aggravating circumstances such as demeaning or threatening behaviour by the employee
- an object such as a ruler, book, marker or other object is used to gain a child's attention in a hostile or inappropriate manner (for example, throwing the object near the child)
- forms of corporal discipline are used by an employee towards a child (this does not include reasonable discipline of an employee's child in an employee's personal capacity).

It is important to consider the context in which allegations of hostile use of force/physical contact against a child are made to determine whether it constitutes reportable conduct.

Factors that may be relevant include the age, health and developmental stage, physical ability or the cultural background of the child or children involved. It may also be relevant to consider whether the use of force/physical contact was appropriate or if it was intended to:

- exercise appropriate control over a child
- disarm a child seeking to harm themselves or others
- separate children who are fighting

- move a child out of harm's way
- restrain a child from hurting themselves, others or damaging property provide self-defence or the defence of others.

Inappropriate Restrictive Intervention

Inappropriate restrictive intervention includes the use of mechanical or physical restraints which result in the unreasonable limitation of a child's freedom of movement. It may also include seclusion or sole confinement of a child, directing a child to remain in an unreasonable physical position, or the unreasonable withdrawal of social interactions or privileges from a child. The restraint must be **unreasonable and seriously inappropriate, inhumane or cruel**. Please also refer to the *CRCS Restrictive Practice Policy and Procedure* for further information.

Neglect

Neglect of a child involves the actions or inactions (omissions) of an employee who has the responsibility to care for a child. Such actions may be intentional or unintentional.

Neglect refers to a failure to provide a child with the basic needs for his or her physical/emotional/psychological and intellectual development.

The following are categories of neglect:

Supervisory neglect is:

- an intentional or reckless failure to adequately supervise a child that results in the death of, or significant harm to, a child/or
- an intentional or reckless failure to adequately supervise a child, or a significantly careless act or failure to act, that involves a gross breach of professional standards, or
- has the potential to result in the death of, or significant harm to, a child or expose a child to dangerous or life-threatening situations, which could result in physical injury or significant harm
- providing illegal drugs, restricted substances or alcohol to children may constitute supervisory neglect and may be a criminal offence

Carer neglect is grossly inadequate care that involves depriving a child of the basic necessities of life: such as the provision of food and drink, clothing, critical medical care or shelter.

Abandonment, leaving a child alone for more than a reasonable period without provision of age-appropriate care, is also carer neglect.

Failure to protect from abuse is an obviously or very clearly unreasonable failure to respond to information strongly indicating actual or potential serious abuse of a child.

Reckless acts are acts or failure to act that involve a gross breach of professional standards and has the potential to result in the death of, or significant harm to, a child.

Emotional neglect refers to situations where the employee or caregiver is unresponsive to the child's emotional needs or is characterised by a lack of warmth, nurturance, encouragement or supports and results in significant harm or exposure to the risk of significant harm.

A single incident can constitute neglect if it falls within one of these categories. Neglect may be episodic, related to a particular crisis, or it may be chronic and persistent. Neglect may also be an ongoing situation of repeated failure of a caregiver to fulfil a duty or obligation resulting in actual harm to a child or where there is the potential for significant harm to a child.

6. Psychological harm

Behaviour or a circumstance that psychologically harms a child involves conduct that is obviously unreasonable or very clearly unreasonable and results in significant psychological harm or trauma to a child including anxiety, chronic depression or post-traumatic stress disorder or the exacerbation or aggravation of an existing psychological condition. The Ombudsman Act states that exposing or subjecting a child to behaviour, or a circumstance, that psychologically harms the child is reportable conduct.

There needs to be a causal link between the inappropriate behaviour and the psychological harm. Additionally, the harm must be more than short lived or temporary.

For reportable conduct involving psychological harm to occur, the following elements must be present:

- an obviously or very clearly unreasonable or serious act or series of acts that the employee knew or ought to have known was unreasonable, **and**
- evidence of psychological harm to the child that is more than transient, including displaying patterns of 'out of character behaviour', regression in behaviour, distress, anxiety, physical symptoms or self-harm, and
- an alleged causal link between the employee's conduct and the psychological harm to the child.

Psychological harm means that the harm is more than trivial or insignificant, but need not have a lasting permanent effect.

When it is **alleged** that an employee's behaviour has caused psychological harm to a child, it may be necessary to obtain a psychological or medical assessment of the child to determine whether psychological harm can be established. However, a clinical diagnosis will not be required in every circumstance—particularly if the assessment itself may cause harm. For example, in certain serious and/or ongoing domestic violence cases, it may be open to infer that a child has been psychologically harmed, in the absence of a clinical diagnosis of such harm.

7. Misconduct of a sexual nature

For behaviour to constitute reportable conduct, the alleged misconduct of a sexual nature must have been committed against, with or in the presence of a child. This includes conduct that may not equate to a criminal offence. Misconduct of a sexual nature may include (but are not limited to) behaviours with a child such as:

- physical contact or speech or other communication of a sexual nature
- inappropriate touching
- inappropriate relationship with, attention or focus
- grooming behaviour
- sharing pornography
- sharing pornographic images
- voyeurism
- crossing professional boundaries.

Misconduct of a sexual nature includes a broad range of behaviours, some of which may be sexual and some may be in preparation for sexual activity. Misconduct of a sexual nature may also occur when an

employee involves a child in sexual activity by using their power over the child and taking advantage of their trust.

Helping or inducing another person to engage in sexual misconduct against a child is also sexual misconduct and should be reported under the scheme.

There are three categories of sexual misconduct:

1. crossing professional boundaries;
2. sexually explicit comments and other overtly sexual behaviour, and
3. grooming behaviour.

Below are examples of behaviour that may be considered inappropriate and may suggest that sexual misconduct is occurring. The list is not exhaustive.

Crossing professional boundaries

Crossing professional boundaries, includes behaviour that involves an inappropriate and overly personal or intimate relationship with, conduct towards or focus on a child or class of children.

Persistent less serious breaches of professional conduct in this area, or a single serious 'crossing of the boundaries' by an employee, may constitute sexual misconduct, particularly if the employee either knew, or ought to have known, that their behaviour was unacceptable. Communications directed to an individual child that are different or exclude other children may also be inappropriate.

Care should be exercised before making a finding of crossing professional boundaries. The CR*CS Code of Conduct* and CR*CS Protective Practices Policy and Procedure* outline the nature of the professional boundaries which should exist between employees and children/young people – these policies can be particularly useful when considering whether a person has crossed these boundaries.

Sexually explicit comments and other overtly sexual behaviour

Sexually explicit comments and other overtly sexual behaviour are also examples of crossing professional boundaries and include a broad range of sexualised behaviour with or towards children.

It is not possible to provide a definitive list of unacceptable sexual conduct involving children, however, the following types of behaviour give guidance:

- sexualised behaviour with or towards a child (including sexual exhibitionism)
- inappropriate conversations of a sexual nature
- comments that express a desire to act in a sexual manner
- unwarranted and inappropriate touching involving a child
- personal correspondence and communications (including emails, social media and web forums) with a child in relation to the adult's romantic, intimate or sexual feelings for a child
- exposure of a child to sexual behaviour of others including the display of pornography
- watching a child undress in circumstances where supervision is not required and clearly inappropriate.

Grooming behaviour

Grooming behaviour may be found where there is evidence of a pattern of conduct where the employee gradually engages the child in sexual activity by using inducements, bribes, rewards or threats.

Often there is use of a variety of controlling techniques toward a vulnerable subject in order to establish trust or to normalise sexually harmful behaviour. Grooming behaviour may also involve behaviour designed to prohibit exposure of the relationship.

Behaviour should only be seen as 'grooming' where there is evidence of a pattern of conduct that is consistent with preparing the alleged victim for sexual activity. The types of behaviours that may lead to a conclusion that grooming behaviour is occurring include persuading a child or group of children that they have a 'special' relationship for example by:

- spending inappropriate special time with a child
- inappropriately giving gifts
- inappropriately showing special favours to them but not to other children
- inappropriately allowing the child to overstep rules
- asking the child to keep their relationship to themselves.

Testing boundaries may also lead to a conclusion that grooming behaviour is occurring. Examples of testing boundaries include:

- undressing in front of a child
- encouraging inappropriate physical contact (even where it is not overtly sexual)
- talking about sex or exposing a child to pornographic material
- sexualised behaviour including exhibitionism, voyeurism or 'accidental' intimate touching

Inappropriately extending a relationship outside of work or inappropriate personal communications (for example, e-mails, telephone calls, text messaging, social media and web forums) that explore sexual feelings or intimate or personal feelings with a child may also be indicators that grooming or crossing professional boundaries is occurring.

An employee requesting that a child keep any aspect of their relationship secret or using tactics to keep any aspect of the relationship secret, would generally increase the likelihood that grooming is occurring.

Section 2 – How to Report Reportable Conduct

Employees who believe any of the above are occurring or have reasonable cause to suspect that an employee of CRCS has engaged in reportable conduct must report their allegation immediately to the Chief Executive Officer (CEO) or an Executive Member. Employees may report their allegation to their Manager who must report the matter to the CEO or Executive within 24 hours of notification.

Failure to report with result in disciplinary proceedings.

The Chief Executive Officer is responsible for reporting to the Ombudsman. The CEO may appoint an Executive Manager as the nominated contact person for correspondence and enquiries with the Ombudsman and may delegate actions required by the reportable conduct scheme.

The following process is to be followed when an allegation of reportable conduct is made.

Allegation

1. An allegation of reportable conduct is made by an employee to a Manager.
2. The Manager immediately advises the CEO and/or an Executive Member, by phone and follow up email as soon as the allegation is made.

3. The employee and Manager MUST keep detailed notes of the matter, including the time, date and place of the incident, the allegation and any supporting evidence. (These notes are to be provided to the person investigating the matter. These notes are to form part of the investigation report.)

Assessment and the role of the Chief Executive Officer:

1. Once the allegation is received by the Executive and CEO the allegation will be assessed within 24 hours of being received or as soon as practicable.
2. If the matter is assessed to be criminal, the CEO will immediately report the matter to ACT Policing and/or CYPS.
3. The CEO or Executive Member will consider if the matter needs to be reported to other agencies (but not limited to) such as, Access Canberra, Teacher Quality Institute, Human Rights Commission, CYPS and CECA.
4. The CEO or Executive Member will report the matter to the Ombudsman either by formal notification (s17G Notification – templates can be found at www.ombudsman.act.gov.au) or through telephone or email contact. The Ombudsman encourages notification as soon as possible upon learning of reportable conduct, but contact MUST be made within 30 days.

The CEO and Executive Team will maintain a register of reportable conduct. All allegations and decisions will be entered onto the register. The register must be made available for Ombudsman audits.

Section 3 – Risk Assessment, Management and Conclusion

After an allegation of reportable conduct is made against an employee, CRCS will conduct a risk assessment using the ACT Ombudsman Risk Analysis Practice Guide. (This form can be found at www.ombudsman.act.gov.au). The form is to be submitted with the S17G Notification form.

The investigator must monitor ongoing risk during the investigation and will advise the CEO or nominated Executive Manager of any new risks that may emerge. This must be done in writing and CRCS should manage any new risks that occur. The ACT Ombudsman Risk Analysis Practice Guide must be updated each time a new risk is identified.

At the conclusion of the investigation CRCS will conduct a review of the response to, or investigation of, an allegation to ensure that we consider all relevant risk to the employer's entire operations (not limited to the allegation). This may include looking at environmental factors and work practices that result in situations that pose risk to children such as unsupervised access to children by employees. CRCS then have the opportunity to minimise any further risks to children. Such measures may include:

- training for one or more employees
- changing work practices in certain situations
- changes to the physical environment
- reviewing the child protection policy
- other responses as appropriate.

Section 4 – Investigation

An allegation of reportable conduct must be investigated. In limited circumstances, the Ombudsman may conduct the investigation. In other circumstances CECA may investigate.

Where a mandatory notification to CECA covers the same information as a s17G notification to the Ombudsman, a copy of the CECA notification may be forwarded to the Ombudsman's office as a substitute for the s17G notification. If CECA investigate the allegation it is not necessary for CRCS to investigate the matter and may rely on the findings of the CECA investigation UNLESS the matter is related to the employment of the employee (i.e. allegation is about an employee's conduct towards a participant of CRCS), in which case CRCS is required to conduct an investigation in order to undertake any disciplinary action that may be required as a result of the findings.

If the Ombudsman or CECA are not investigating the matter **AND** the matter is a work related allegation (i.e. employee and a CRCS participant), CRCS will commence the investigation within seven days of an allegation being made in accordance with the *CRCS Workplace Investigation Policy and Procedure*. If the commencement of the investigation is longer than seven days, the reasons will be recorded by the Executive Team in the Reportable Conduct Register.

CRCS investigation processes must follow the *CRCS Workplace Investigation Policy and Procedure.* Due to the potential seriousness of a reportable conduct investigation, a Code of Conduct investigation will, in most instances form part of the reportable conduct investigation.

Findings

The findings made in an investigation are the responsibility of the CRCS delegate. Ordinarily, the delegate will be the CEO. If this is not possible due to a real or perceived conflict of interest, the delegate will be the Chair of the Board. The civil standard of proof, 'the balance of probabilities', applies to designated entity investigations of reportable allegations against employees.

For purposes of the ACT Reportable Conduct Scheme there are five possible findings:

- **sustained** (e.g. a finding that the conduct occurred), or
- **not sustained** – insufficient evidence (for example, there is some evidence of weight however, there is insufficient evidence available to reasonably establish that the alleged conduct did occur), or
- **not sustained** – lack of evidence of weight (e.g. where the evidence is of such poor probative value or lacking in weight, such as to warrant a finding that, on the balance of probabilities, the conduct did not occur), or
- **false** (for example, where inquiries into the matter show reportable conduct or misconduct with a child did not occur). Some of these matters may be vexatious, for example where inquiries into the matter show the allegation was made without substance and to cause distress to the person against whom the allegation was made, or
- **not reportable conduct** (for example, where inquiries into the matter show the conduct was not reportable). For example, use of force that was trivial or negligible in the circumstances, conduct that was reasonable in the circumstances or accidental. This may include 'misconceived' matters, where inquiries into the matter show that, even though the allegation was made in good faith, it was based on a misunderstanding of what actually occurred and the incident was not reportable conduct. While the conduct may be determined to be not reportable, the employer must still respond to the allegation, perhaps even investigate the matter. The finding and outcomes should be documented and maintained by the employer. The documentation relating to the decision that a matter is not reportable should be archived as this determination may be audited by the ACT Ombudsman.

Finalising

Once the investigation has concluded the CEO must, as soon as possible (preferably within 7 days) provide to the Ombudsman;

- An S17J Report (templates can be found at www.ombudsman.gov.au) or a final report, which includes findings and recommendations. The S17J Report should be included in the Terms of Reference for the Investigation.
- Any report prepared by or for CRCS relating to the investigation, as well as copies of all interviews, transcripts, statements and other documents which form the basis for the report.
- A cover letter which contains:
    - Any comments the Chief Executive Officer or their delegate wishes to make about the report
    - The results of the investigation
    - Advice of the action which has been taken, or will be taken (arising from the investigation), in respect to the reportable allegation or conviction.

Relevant CRCS Policies and Legislation

- *Capital Region Community Service:*
    - *Code of Conduct*
    - *CRCS Workplace Investigation Policy and Procedure*
    - *CRCS Performance Management Policy and Procedure*
    - *CRCS Protective Practices Policy and Procedure*
    - *CRCS Privacy and Confidentiality Policy and Procedure*
    - *CRCS Mandatory Reporting Policy and Procedure*
    - *CRCS Incident and Injury Policy and Procedure*
    - *CRCS Risk Management Policy and Procedure*
- *Relevant Legislation:*
    - *Education and Care Services National Law 2011*
    - *Fair Work Act 2009*
    - *Children and Young Persons Act 2008*
    - *Ombudsman Act*
    - *Work, Health and Safety Act*
    - *ACT Human Rights Act*

Reportable Conduct Agreement

I have read the Capital Region Community Service Limited Reportable Conduct Policy and Procedure and understand my role and responsibilities as outlined therein.

I agree to comply with the Reportable Conduct Policy and Procedure.

Name of employee/volunteer	
Signature	
Date	

Please forward the original signed copy of this document to People and Culture