Glen Iris Child Care and Kindergarten

GI-026 – Reportable Conduct Scheme Policy

Policy Number	GI - 026
Quality Area	QA4 – Staffing Arrangements • QA7 – Governance and Leadership
National Law	s.166 • s.167 • s.168 • s.174
National Regulations	Regs. 84 • 85 • 86 • 87 • 168 • 176
Related NQS	QA2.2.3 • QA4.2.2 • QA7.1.2 • QA7.1.3
EYLF V2.0	Principles – Secure, Respectful and Reciprocal Relationships • Collaborative Leadership and Teamwork • Practices – Professional Practice • Outcomes – 1 & 3
Victorian Child Safe Standards:	Standards 2, 6, 8 & 11
Version:	1.0
Approved By:	Centre Director
Approved Date:	July 2026
Review Date:	July 2027

OUR COMMITMENT

At **Glen Iris child care and kindergarten**, we are committed to maintaining a child-safe culture where the safety, wellbeing and rights of every child are protected at all times.

We recognise that all allegations or concerns involving inappropriate behaviour towards children must be responded to promptly, respectfully and in accordance with the law. Every concern is taken seriously and managed in a manner that prioritises children's safety, procedural fairness and confidentiality.

We are committed to meeting our obligations under the **Victorian Reportable Conduct Scheme** by responding appropriately to allegations of reportable conduct, supporting children and families, and ensuring all staff understand their responsibilities to report concerns immediately.

Children's safety and wellbeing remain the primary consideration in every decision made by the service.

LEGISLATIVE INTENT

This policy supports Glen Iris child care and kindergarten in meeting its obligations under the Education and Care Services National Law and Regulations and the Victorian Reportable Conduct Scheme by ensuring concerns about reportable conduct are managed promptly, fairly and in a way that protects children from harm.

PURPOSE

This policy establishes clear procedures for responding to allegations or concerns of reportable conduct involving employees, volunteers, contractors and other adults engaged by the service.

It ensures concerns are reported, investigated and managed in accordance with legislative requirements while protecting the safety, wellbeing and rights of children.

WHO THIS POLICY APPLIES TO

This policy applies to:

- Approved Provider
- Nominated Supervisor
- Responsible Persons
- Educational Leader
- Educators
- Administration Team
- Students
- Volunteers
- Contractors
- Families

DEFINITIONS

Reportable Conduct
Conduct by a worker towards a child that must be reported under the Victorian Reportable Conduct Scheme.

Reportable Allegation
Information that leads a person to reasonably believe that reportable conduct may have occurred.

Child Abuse
Includes physical abuse, sexual abuse, emotional or psychological abuse, neglect, grooming and family violence where a child is affected.

Head of Entity
The person responsible for ensuring the organisation complies with the Victorian Reportable Conduct Scheme.

Social Services Regulator (SSR)
The independent Victorian regulator responsible for administering the Reportable Conduct Scheme.

Victorian Early Childhood Regulatory Authority (VECRA)
The Victorian regulatory authority responsible for regulating early childhood education and care services in Victoria. From 12 August 2026, the service must notify VECRA within 24 hours when it becomes aware of sexual conduct against, with or in the presence of a child by a person working in or for the service, including relevant sexual conduct occurring outside the education and care service.

Sexual Conduct
Conduct of a sexual nature against, with or in the presence of a child by a person working in or for the service that requires notification to VECRA in accordance with the applicable Victorian reporting requirements.

WHY THIS POLICY MATTERS

Children have the right to be safe from abuse, neglect and inappropriate behaviour.
A clear and transparent process for responding to concerns strengthens child safety, promotes accountability and ensures allegations are managed fairly, respectfully and without delay.
By complying with the Victorian Reportable Conduct Scheme, Glen Iris child care and kindergarten demonstrates its commitment to protecting children, supporting families and maintaining public confidence in the service.

GUIDING PRINCIPLES

Glen Iris child care and kindergarten believes:

- Every child has the right to be safe, protected and treated with dignity and respect.
- The safety and wellbeing of children is the highest priority when responding to concerns or allegations.
- All concerns about inappropriate behaviour towards children are taken seriously and responded to promptly.
- Staff, volunteers and contractors are expected to uphold the highest standards of professional conduct.
- Reportable conduct is managed fairly, respectfully and in accordance with legislative requirements.
- Confidentiality and procedural fairness are maintained throughout any investigation.
- A culture of openness, accountability and continuous improvement strengthens child safety.

OUR POLICY

Glen Iris child care and kindergarten is committed to responding promptly and appropriately to all allegations or concerns of reportable conduct involving employees, volunteers, contractors and other adults engaged by the service.

All concerns will be managed in accordance with the Victorian Reportable Conduct Scheme, relevant legislation and organisational procedures. The safety, wellbeing and best interests of the child will always be the primary consideration.

Where a reportable allegation or reportable conduct is identified, the service will take immediate action to protect children, meet all legislative reporting requirements and cooperate fully with any investigation undertaken by the appropriate authorities.

The service will maintain confidential records, support those involved throughout the process and use reflective practice to strengthen child-safe systems and prevent future harm.

HOW WE PUT THIS POLICY INTO PRACTICE

Responding to Concerns

The service will:

- Respond immediately to any concern or allegation involving a child.
- Prioritise the immediate safety and wellbeing of children.
- Take all concerns seriously, regardless of how they are reported.
- Maintain confidentiality throughout the process.

Document concerns accurately and objectively.

Sexual Conduct – Additional Reporting Requirement from 12 August 2026

The service recognises that sexual conduct involving a child requires immediate action and notification in accordance with Victorian requirements.

The service will:

- Treat all concerns about sexual conduct seriously and prioritise the immediate safety and wellbeing of the child.
- Notify VECRA within 24 hours when the service becomes aware of sexual conduct against, with or in the presence of a child by a person working in or for the service.
- Apply this notification requirement to relevant sexual conduct occurring both within and outside the education and care service.
- Consider whether the conduct may constitute a criminal offence and notify Victoria Police where required.
- Separately assess whether the matter also meets the definition of a reportable allegation requiring notification to the SSR within 3 business days.
- Maintain confidentiality and procedural fairness throughout the process.
- Maintain records of all notifications, actions, decisions and outcomes.

Supporting Children and Families

The service will:

- Place the child's safety and wellbeing at the centre of all decisions.
- Keep families informed where appropriate and permitted by law.
- Provide respectful and sensitive communication throughout the process.
- Offer appropriate support to children and families.
- Protect children's privacy and dignity.

Supporting Staff

The service will:

- Ensure procedural fairness throughout any investigation.
- Maintain confidentiality wherever possible.
- Provide appropriate support to employees during the process.
- Clearly communicate expectations regarding professional conduct.
- Take appropriate action where allegations are substantiated.

Continuous Review

The service will:

- Review incidents to identify opportunities for improvement.
- Strengthen child-safe systems where required.
- Reflect on practices following investigations.
- Use findings to inform professional learning.
- Review this policy regularly to ensure legislative compliance.

ROLES & RESPONSIBILITIES

Approved Provider / Head of Entity

Will:

- Ensure compliance with the Victorian Reportable Conduct Scheme.
- Notify the Victorian Early Childhood Regulatory Authority (VECRA) within 24 hours when a notification relating to sexual conduct is required.
- Notify the Social Services Regulator (SSR) within 3 business days of becoming aware of a reportable allegation against a worker or volunteer.
- Provide detailed information to the SSR as soon as practicable and within 30 calendar days, or within any other timeframe required by the SSR.
- Ensure required notifications are made accurately, confidentially and within the applicable legislative timeframes.
- Oversee investigations and required actions.
- Maintain confidential records of notifications, investigations, decisions and outcomes.
- Review this policy annually oversee investigations and required actions.
- Maintain confidential records.
- Review this policy annually.

Nominated Supervisor

Will:

- Respond immediately to concerns regarding children's safety.
- Report allegations to the Approved Provider without delay.
- Support children, families and staff throughout the process.
- Ensure documentation is accurate and confidential.

Educational Leader

Will:

- Promote a strong child-safe culture.
- Support educators to understand their reporting responsibilities.
- Encourage reflective practice following incidents.
- Identify professional learning needs relating to child safety.

Educators
Will:

- Report concerns immediately.
- Follow all child protection and reportable conduct procedures.
- Maintain professional boundaries at all times.
- Cooperate with investigations.
- Maintain confidentiality.

Students, Volunteers and Contractors
Will:

- Comply with the service's Child Safe Environment Policy and Code of Conduct.
- Report any concerns immediately.
- Follow directions provided by leadership.
- Maintain professional conduct and confidentiality.

Families
Will:

- Raise concerns regarding children's safety promptly.
- Work collaboratively with the service where appropriate.
- Respect the confidentiality of investigations.
- Support a child-safe culture within the service.

Glen Iris child care and kindergarten in practice

At Glen Iris child care and kindergarten, maintaining a child-safe culture is everyone's responsibility. Educators receive ongoing training in child protection, the Victorian Child Safe Standards and their reporting obligations. Any concerns regarding inappropriate behaviour are acted upon immediately, documented accurately and managed in accordance with legislative requirements. Leadership promotes a culture where staff feel confident to raise concerns, knowing they will be taken seriously and managed fairly.

CHILDREN'S VOICE IN ACTION

At **Glen Iris child care and kindergarten**, children are supported to understand their rights, express their views and speak to trusted adults when they feel unsafe, worried or uncomfortable. Educators foster secure, respectful and responsive relationships where children know they are listened to, believed and supported. Children's voices are valued when making decisions that affect their safety and wellbeing, consistent with their age, development and individual circumstances.

EXCEEDING PRACTICE

Glen Iris child care and kindergarten exceeds the National Quality Standard by embedding child safety into everyday practice through proactive leadership, ongoing professional learning and a strong culture of accountability. Leadership regularly reviews child-safe systems, reflects on practice, analyses feedback and uses learning from incidents and legislative updates to strengthen policies, procedures and educator knowledge, ensuring the safety and wellbeing of children remains central to every decision.

CONTINUOUS IMPROVEMENT

This policy is reviewed through:

- legislative updates
- Social Services Regulator (SSR) guidance
- educator feedback
- child protection and reportable conduct reviews
- family feedback
- Quality Improvement Plan goals
- Assessment and Rating reflections
- ongoing professional learning
- VECRA reporting requirements and guidance, including changes introduced from 12 August 2026.

RELATED LEGISLATION

Education and Care Services National Law Act 2010

- **Section 166** – Offence to fail to notify certain circumstances to the Regulatory Authority.
- **Section 167** – Protection from harm and hazards.
- **Section 168** – Education and Care Services must have policies and procedures.
- **Section 174** – Offence to fail to notify complaints and incidents.

Education and Care Services National Regulations 2011

- **Regulation 84** – Awareness of child protection law.
- **Regulation 85** – Incident, injury, trauma and illness policies and procedures.
- **Regulation 86** – Notification to parents of incident, injury, trauma and illness.
- **Regulation 87** – Incident, injury, trauma and illness record.
- **Regulation 168** – Education and care service policies and procedures.
- **Regulation 176** – Time to notify certain information to the Regulatory Authority.

National Quality Standard

Quality Area 2 – Children's Health and Safety

- **Standard 2.2** – Safety.
- **Element 2.2.3** – Child Protection.

Quality Area 4 – Staffing Arrangements

- **Standard 4.2** – Professionalism.

Quality Area 7 – Governance and Leadership

- **Standard 7.1** – Governance.

Early Years Learning Framework (EYLF) V2.0

- **Principle:** Secure, Respectful and Reciprocal Relationships.
- **Principle:** Collaborative Leadership and Teamwork.
- **Practice:** Professional Practice.
- **Outcome 1** – Children have a strong sense of identity.
- **Outcome 3** – Children have a strong sense of wellbeing.

Victorian Child Safe Standards

This policy supports:

- **Standard 2** – Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- **Standard 6** – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- **Standard 8** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training.
- **Standard 11** – Policies and procedures document how the organisation is safe for children and young people.
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- **Standard 11** – Policies and procedures document how the organisation is safe for children and young people.

RELATED DOCUMENTS

- Child Safe Environment Policy
- Child Protection and Mandatory Reporting Policy
- Code of Conduct Policy
- Complaints and Feedback Policy
- Recruitment, Selection and Induction Policy
- Staffing Arrangements Policy
- Privacy and Confidentiality Policy
- Incident, Injury, Trauma and Illness Policy

SUPPORTING DOCUMENTS

The following documents support the implementation of this policy:

- Reportable Conduct Procedure
- Child Safe Reporting Flowchart
- Incident and Concern Records
- Child Protection Records
- Staff Induction Checklist
- Child Safe Code of Conduct
- Professional Learning Records
- Investigation Records (where applicable)

Regulatory Reporting Contacts

Social Services Regulator Victoria

- Reportable conduct scheme
- Reportable Conduct notifications are submitted via SSR Secure Online Notification form
- Website: Social Services Regulator – Reportable conduct scheme

- Victorian Child Safety Reporting – Steps & Timeframes
- VECRA Notification Requirements
- VECRA and SSR Reporting Records

EVIDENCE OF PRACTICE

The service demonstrates this policy through:

- Completed child safety training records.
- Reportable conduct records (where applicable).
- Child protection reports (where applicable).
- Staff induction records.
- Child Safe Standards implementation records.
- Professional learning documentation.
- Internal policy reviews.
- Quality Improvement Plan reflections.
- Leadership meeting minutes.
- Family communication records.
- VECRA notification records, where applicable.

- SSR notification records, where applicable.
- Evidence demonstrating compliance with required reporting timeframes.
- Records of actions taken following regulatory notifications.

REFLECTION & CONTINUOUS IMPROVEMENT

- How do we ensure all staff understand their responsibilities under the Reportable Conduct Scheme?
- How do we promote a culture where concerns are raised without delay?
- What evidence demonstrates that child safety is prioritised throughout our service?
- How do we support children and families throughout the reporting process?
- What have we learnt from incidents, complaints or feedback?
- What improvements could further strengthen our child-safe culture?

VERSION HISTORY

Version	Date Approved	Approved By	Summary of Changes
1.0	10 July 2026	Centre Director	New policy developed using the Glen Iris child care and kindergarten Governance Manual template. Aligned with the Education and Care Services National Law, National Regulations, National Quality Standard, Victorian Reportable Conduct Scheme, Victorian Child Safe Standards and Glen Iris child care and kindergarten practices.
1.1	August 2026	Centre Director	Updated to reflect Victorian child safety reporting requirements commencing 12 August 2026, including the new 24-hour VECRA notification requirement for sexual conduct and clarification of SSR reporting timeframes.