

This guide contains information to assist you to complete a mandatory notification under the Reportable Conduct Scheme using the Ombudsman's online form.

Heads of organisations (or their delegate) should use the Reportable Conduct Notification Form to submit a mandatory notification of a reportable allegation or conviction. The completion and submission of the Reportable Conduct Notification Form is required within **7 working days** of becoming aware of a reportable allegation or conviction.

The Form must be completed online at:

[https://www.ombudsman.wa.gov.au/Reportable\\_Conduct/RCS-Notification-Form.htm](https://www.ombudsman.wa.gov.au/Reportable_Conduct/RCS-Notification-Form.htm)

If you need assistance with submitting a notification, please call the office of the Ombudsman on 9220 7471 or email [ReportableConduct@ombudsman.wa.gov.au](mailto:ReportableConduct@ombudsman.wa.gov.au)

### Information required in the Reportable Conduct Notification Form

Set out below is the information that will be required to complete the notification form and where you may find additional guidance.

#### Part 1: Details of organisation

- Organisation name.
- Address of your organisation.
- Name of the head of your organisation.
- Name of any person from your organisation who you wish to be a contact person for the notification.

Heads of organisations may delegate their obligations under the Reportable Conduct Scheme to, and seek assistance from, other people within their organisation. This may include sending approved notifications to the Ombudsman and conducting investigations.

- Telephone number for your organisation.
- Email for the head of your organisation or the contact person.

#### Part 2: Details of the employee who is the subject of the reportable allegation or conviction

- Full name of the employee (if known).
- Any former name or alias of the employee (if known).
- Date of birth of the employee (if known).
- The employee's Working with Children Check number or application number for a Working with Children Check (if known).

For more information about who is covered by the Reportable Conduct Scheme, see [\*\*\*Information Sheet 2 – About the Reportable Conduct Scheme\*\*\*](#)

### Part 3: Details of the alleged victim or victims (if known)

You can provide the details of up to three alleged victims through the notification form. If there are more than three alleged victims, please include the details below for each victim in a document and upload the document in step 6 of the notification form.

- Full name of the alleged victim (if known).
- Date of birth of the alleged victim (if known).
- The alleged victim's gender.
- Does the alleged victim have a disability.
- Is the alleged victim culturally and linguistically diverse.
- Does the alleged victim identify as Aboriginal or Torres Strait Islander.

### Part 4: Details of the reportable allegation or reportable conviction

- When the reportable allegation or conviction was reported to the head of the organisation.
- The date(s) of the alleged conduct or conviction (from and to) (if known).
- Whether the allegation or conviction involves one or more of the following types of conduct (select all applicable categories of conduct that are alleged to have occurred)
  - A sexual offence;
  - Sexual misconduct; or
  - Physical assault committed against, with or in the presence of, a child.

For more information about these types of conduct, see [Information Sheet 3 Identifying Reportable Conduct](#).

- Details of the reportable allegation or reportable conviction.

You will be asked to provide the details of the allegation as you currently understand them, including where it occurred. The level of detail which you can provide may vary between notifications. You may include further details, such as:

- What happened;
- Whether the subject of the allegation or conviction is an employee, contractor or volunteer at your organisation;
- Dates of alleged conduct or conviction;
- Information concerning the alleged victim(s);
- Witnesses who have been identified;
- Whether the conduct was during or outside employment.

### Part 5: Actions taken to protect children

- Whether a child is, or children are, currently at risk, and if so, what action you have taken to protect the child or children from risk.

For more information about risk management, see [Information Sheet 5 – Reportable Conduct Investigations: An Overview](#)

- Whether the reportable allegation or reportable conviction has been reported to the WA Police Force.

This includes reports to the WA Police Force by you, your organisation or any other person. If your matter involves criminal conduct, you should report it to the WA Police Force.

- The date the matter was reported to police (if applicable).
- How the head of your organisation or their delegate intends to deal with the allegation or conviction.

This may be as simple as noting that the head of your organisation intends to investigate the matter, or that the matter is being investigated by the WA Police Force.

If you know the name and contact details of the person or body, or position or unit in your organisation, responsible for conducting the investigation on your organisation's behalf, you can provide this information here. Otherwise, this will need to be provided to the Ombudsman later.

### Part 6: Supporting documents

Please upload any further documents that you think are relevant to your notification, such as:

- Incident reports
- Investigation plans
- Any steps you are taking to manage risks to children and young people

### Review and submit your notification

Please check the details of your notification carefully before you submit. Once you have submitted, you will **not** be able to edit your submission online (although you can contact the office of the Ombudsman if you need to do so).

You will **not** be sent a copy of your submission. We recommend you print a copy of the completed form for your records using the Print Page link at the bottom of the form **before** you click Submit.

By pressing Submit you agree that the information you are providing is true and correct to the best of your knowledge.



#### Other Reporting Obligations

There are a range of other reporting requirements that apply to organisations. Depending on the situation, the head of an organisation will still need to consider whether other reports should be made (both mandatory and non-mandatory) in addition to notifying the Ombudsman of reportable allegations and reportable convictions.

### After notification

You will be sent an acknowledgement of receipt of your submission by email.

Heads of organisations have legal obligations to provide information and updates to the Ombudsman at different stages. For more information about your reporting obligations and timeframes, see [\*\*\*Information Sheet 4 – Responsibilities of the Head of an Organisation\*\*\*](#)

To provide further information to the office of the Ombudsman about a notification or investigation, please send it to the Ombudsman using the Ombudsman's secure dropzone:

[\*\*https://ombudsman.sendsafely.com.au/dropzone/reportableconduct\*\*](https://ombudsman.sendsafely.com.au/dropzone/reportableconduct)

Please include the Ombudsman's case number if you have one.

### Where to get help

Organisations covered by the Reportable Conduct Scheme should contact the office of the Ombudsman for clarification and guidance:

- Telephone: 9220 7471
- Email: [\*\*ReportableConduct@ombudsman.wa.gov.au\*\*](mailto:ReportableConduct@ombudsman.wa.gov.au)

Further information is available on the Ombudsman's website at

[\*\*www.ombudsman.wa.gov.au\*\*](http://www.ombudsman.wa.gov.au)