

# REPORTABLE CONDUCT



ARCHDIOCESE  
OF BRISBANE

## What is 'Reportable Conduct'?

Reportable conduct includes:

- a child sexual offence
- sexual misconduct committed in relation to, or in the presence of a child
- ill-treatment of a child
- significant neglect of a child
- physical violence committed in relation to, or in the presence of a child
- behaviour that causes significant emotional or psychological harm to a child.

Reportable conduct may be one act or multiple acts or incidents. It does not need to have occurred in the course of the worker's employment, for example, it may occur while the worker is off duty or out of hours.

Conduct Type	What does this mean?
A child sexual offence.	This includes child sexual abuse in all its forms, including grooming and child sexual exploitation material.
Sexual misconduct committed in relation to, or in the presence of a child.	Conduct that is sexual in nature, including: <ul style="list-style-type: none"><li>• inappropriate touching</li><li>• voyeurism</li><li>• use of sexual language or conversations that violate boundaries.</li></ul>
Ill-treatment of a child.	Cruel, humiliating or inhuman conduct, including verbal abuse, making excessive or degrading demands or using inappropriate forms of behaviour management.
Significant neglect of a child.	Deliberate or reckless failure to meet the basic needs of the child. It can be a single serious failure to meet a child's basic needs, or from an ongoing pattern of repeated failure to meet a child's needs.
Physical violence committed in relation to, or in the presence of a child.	Physical harm or force that causes or risks injury. This includes physical intimidation where a child or young person is scared that they will be harmed. A reckless application of physical force means the worker or volunteer may have not intended to use physical force but was reckless about the impact their actions could have on a child.
Behaviour that causes significant emotional or psychological harm to a child.	Conduct that has serious, ongoing effects on a child's emotional wellbeing and/or development. This includes harm that is serious in nature (not trivial) and is observed or professionally assessed through changes in behaviour distress, anxiety, withdrawal or a diagnosis.

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## What is a ‘Reportable Conviction’?

A ‘reportable conviction’ is a court conviction for an offence committed by a worker against a State or the Commonwealth law that may involve reportable conduct (see Reportable Conduct definition).

A conviction includes a finding of guilt, or the acceptance of a plea of guilty by a court. This includes convictions not recorded by the court and spent convictions.

## Who can an allegation be made about?

A reportable conduct allegation can be raised about any ‘worker’ of an organisation that is required to comply with the Reportable Conduct Scheme. A ‘worker’ is a person who performs work of any kind for the organisation, including:

- religious ministers
- religious leaders
- officers of a religious body
- executive officers
- individuals involved in the management of the organisation
- employees (in all capacities i.e. fulltime, part-time, casual)
- volunteers
- contractors
- subcontractors
- consultants
- sole traders
- labour-hire workers
- trainees
- individuals undertaking work experience

A ‘worker’ may also include a child or young person (i.e. person under 18 years) who works for the organisation, and a former worker if the reportable allegation or conviction occurred during the time they were working for the organisation.

## Making a Report

Workers must act promptly when they become aware of a reportable conduct allegation or conviction.

Workers are legally required to report a reportable conduct allegation or conviction in relation to another worker to the Safety, Governance & Risk unit as soon as practicable. This means as soon as possible in the circumstances, and without unnecessary delay.

Workers do not require proof to make a report. If in doubt – report.

The Safety, Governance & Risk unit will assist in assessing the situation and making reports to the Queensland Family & Child Commission and police if required.

The Queensland Family & Child Commission must be notified of all reportable conduct allegations and convictions within 3 business days.

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## Contacts

### **Safety, Risk & Governance Unit**

Ph: (07) 3324 3575

Em: [reportableconduct@bne.catholic.net.au](mailto:reportableconduct@bne.catholic.net.au)

### **Office for Safeguarding**

Ph: (07) 3324 3752

Em: [safeguarding@bne.catholic.net.au](mailto:safeguarding@bne.catholic.net.au)

### **Stopline (Whistleblower Service)**

Ph: 1300 304 550

Em: [AOB@stoline.com.au](mailto:AOB@stoline.com.au)

Web: <https://bne.catholic.stoplinereport.com>

### **Queensland Family & Child Commission**

Ph: (07) 3900 6000

Em: [enquiries@qfcc.qld.gov.au](mailto:enquiries@qfcc.qld.gov.au)

Web: [www.qfcc.qld.gov.au/childsafereportableconductscheme](http://www.qfcc.qld.gov.au/childsafereportableconductscheme)

**If in doubt - report.**

**Safeguarding is everyone's responsibility.**