

## Reportable Conduct Flowchart – NSW and the ACT

Reportable conduct is

- Sexual offence or sexual misconduct
- Ill-treatment of a child under 18
- Assault against a child under 18
- Behaviour that causes significant emotional or psychological harm to a child under 18
- An offence under s43b (failure to protect) or s316a (failure to report) of the Crimes act
- An Employee is : Anyone who holds a Working with Children’s check in NSW is an ‘employee’ under the Reportable Conduct Scheme. This includes volunteers and contractors. In the ACT volunteers and paid employees are considered ‘employees’ under the Reportable conduct scheme. This includes behaviours at any time, not just while doing work for the Uniting Church



A person becomes concerned about the conduct of an ‘employee’ of the Uniting Church or is aware of a reportable allegation or conviction against an ‘employee’ of the Uniting Church



Immediately notify the General Secretary who is responsible for carrying out an investigation

Make a report by:

Emailing the [generalsecretary@nswact.uca.org.au](mailto:generalsecretary@nswact.uca.org.au) or

Lodging a report online [UCA - Reportable Conduct Report](#)

To report anonymously [UCA - Speak Out In Confidence](#)



### Do NOT

Do not do your own investigation

Do not approach the person who is the subject of the reportable conduct

### DO

Do ensure that a mandatory report is made if necessary through the Safe Church Unit

Do maintain confidentiality

Do make notes to ensure you remember correctly

Do supply all the details of your concerns to the General Secretary



The General Secretary responds to the report by the individual and makes a report to the OCG NSW within 7 days or the Ombudsman of the ACT within 30 days.



The General Secretary ensures a risk assessment takes place to keep people safe until the matter is resolved



Protective action is put in place with regard to legal advice and the rights and safety of all involved during the period of investigation and resolution



General Secretary commences an investigation and gives an update report to the OCG in NSW within 30 days. For the ACT, a final report is submitted to the Ombudsman.



The General Secretary is responsible for ensuring the matter reaches a final resolution. This may involve the use of expert legal advice