

# Conduct reporting guide

for members of the community



## Background

The Victorian Institute of Teaching, the Commission for Children and Young People, the Victorian Registration and Qualifications Authority and the Quality Assessment and Regulation Division of the Victorian Department of Education and Training work with each other as co-regulators who are committed to child safety.

These organisations regularly receive reports regarding the conduct of a registered teacher, school or early childhood service.

- Victorian Institute of Teaching (VIT) – regulatory authority for the teaching profession
- Commission for Children and Young People (CCYP)
- Victorian Registration and Qualifications Authority (VRQA) – regulatory authority for schools
- Quality and Regulation Division (QARD) – regulatory authority for early childhood services

Please note this reporting guide refers to matters of conduct only. For a general overview of how these organisations deal with complaints, please visit the websites of the organisations above.

# Conduct reporting guide for members of the community

## School setting – Criminal behaviour (non-sexual)

The following scenario has been developed to assist members of the community in understanding who to report to regarding the conduct of a registered teacher\*, and which organisations are involved following a report.

\*If a scenario applies to any person employed in a school or EC service who is not a registered teacher, the stated reporting guidelines apply (except VIT).

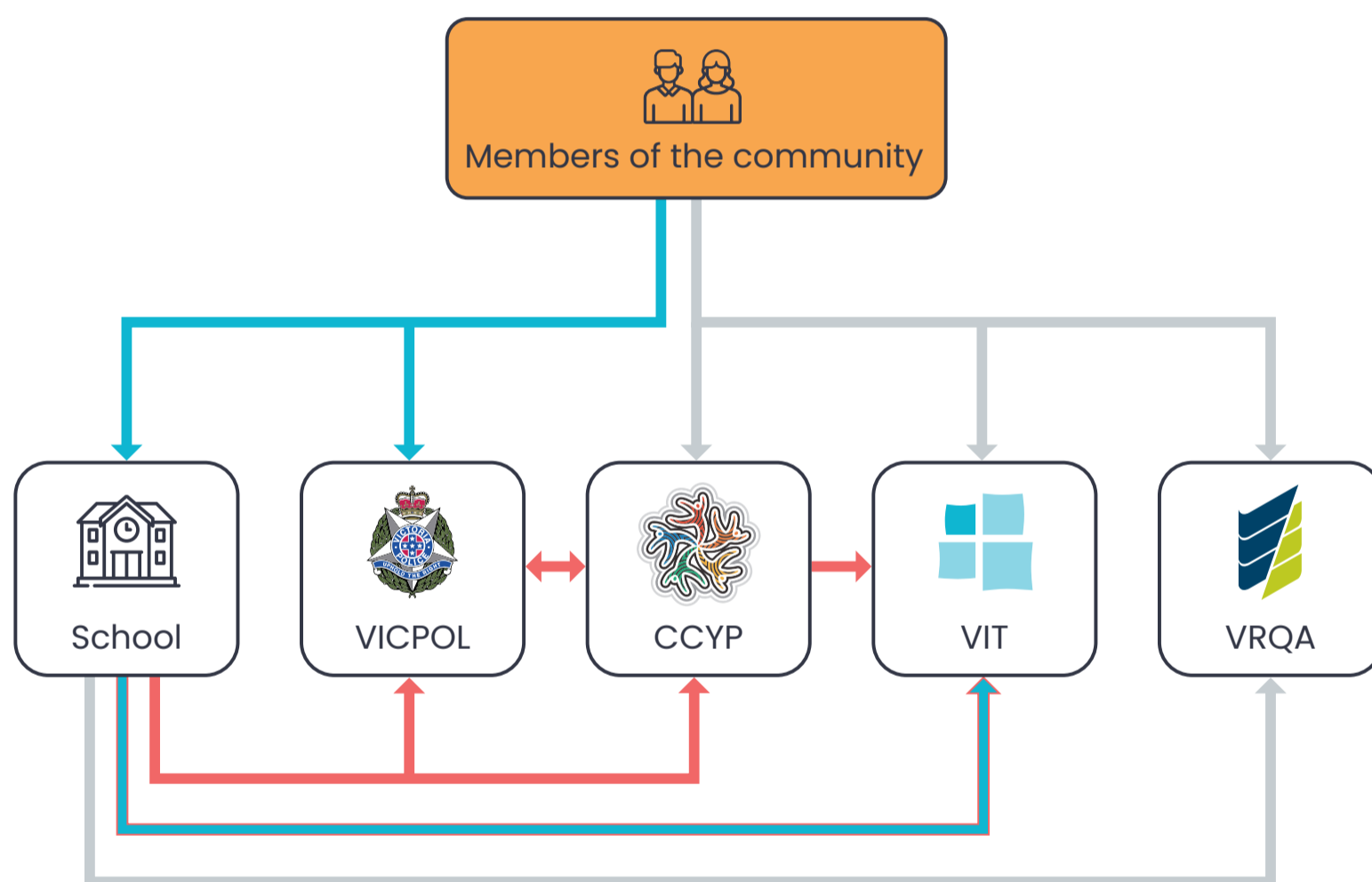
### Scenario

I have a concern that a registered teacher in a Victorian school has used physical violence against a learner (including behaviour outside the education setting).

For example, a registered teacher

- deliberately hit, punched or used excessive force when restraining a learner, which caused the learner physical or mental injury.

### Reporting Guide



KEY			
CAN NOTIFY	SHOULD NOTIFY	SHOULD NOTIFY*	MUST NOTIFY

\*the school *must* notify VIT if they take action against the registered teacher as a result of concerns raised

The above examples could amount to criminal offences and *should* be reported to the school and Victoria Police. They *can* also be reported to CCYP, VIT and VRQA.

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## School setting – Criminal behaviour (sexual)

The following scenario has been developed to assist members of the community in understanding who to report to regarding the conduct of a registered teacher\*, and which organisations are involved following a report.

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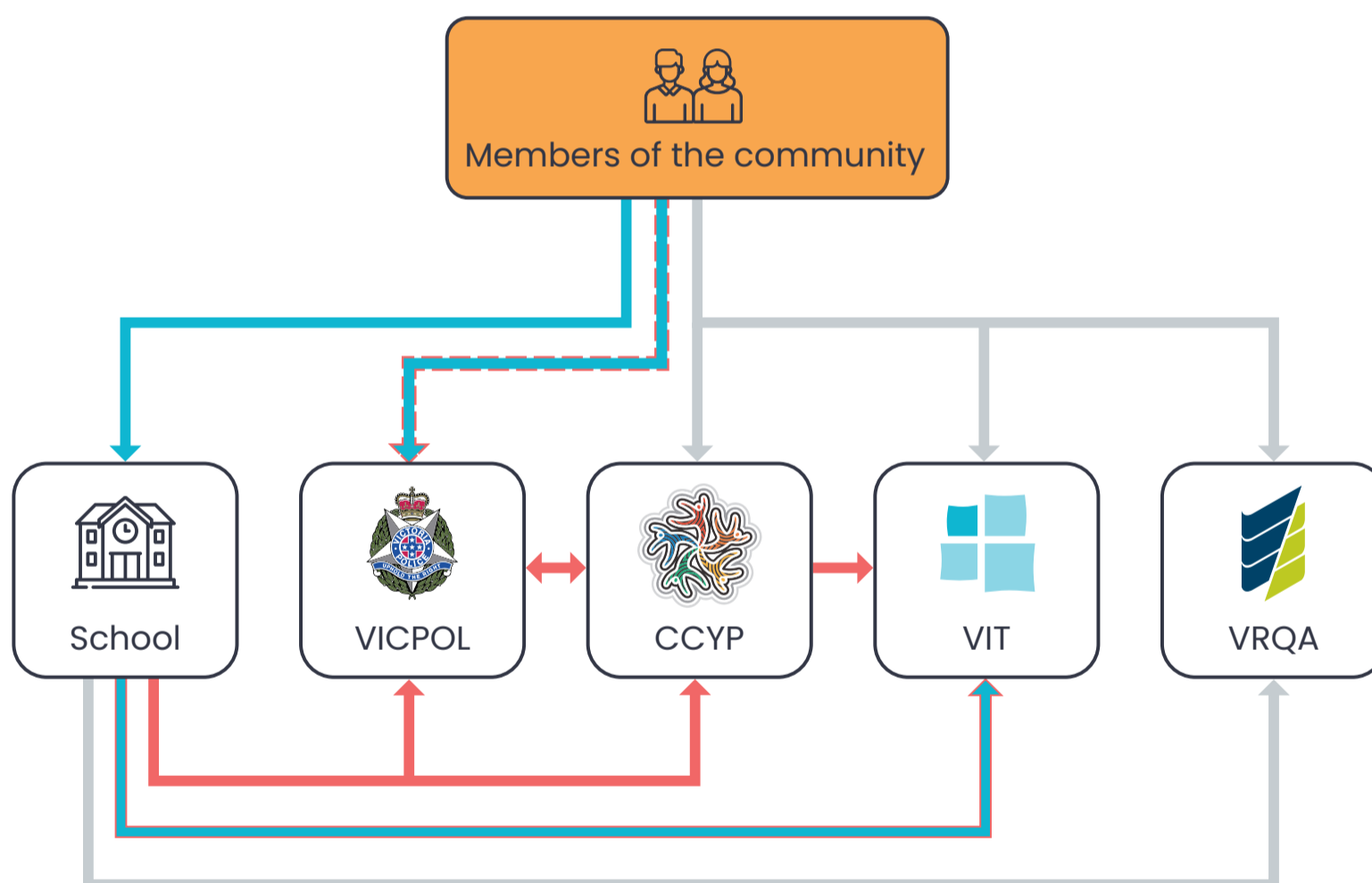
### Scenario

I have a concern that a registered teacher in a Victorian school engaged in sexualised behaviour against a learner (including behaviour outside the education setting).

For example, a registered teacher

- sent inappropriate messages or images to a learner by email, text or another form of electronic messaging
- deliberately touched a learner in a sexual manner, and/or
- committed a sexual offence against a learner.

### Reporting Guide



#### KEY

- CAN NOTIFY
- SHOULD NOTIFY
- SHOULD NOTIFY<sup>^</sup>
- SHOULD NOTIFY<sup>\*</sup>
- MUST NOTIFY

<sup>^</sup>members of the community *must* notify VicPol in relation to the failure to protect and failure to disclose offences in some circumstances

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## School setting – Inappropriate conduct

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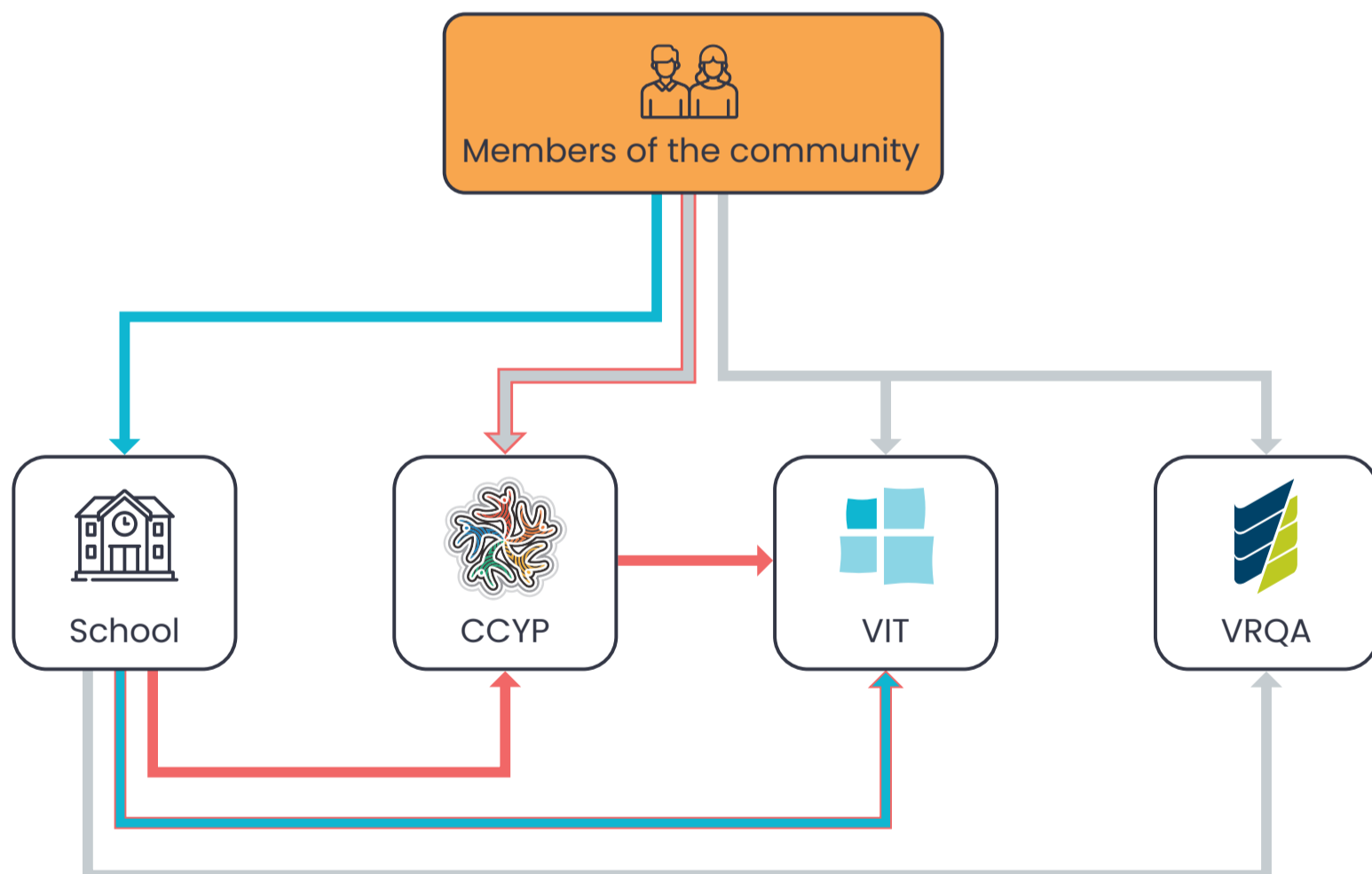
### Scenario

I have a concern that a registered teacher in a Victorian school has demonstrated inappropriate (but not sexual or physically violent) behaviour towards a learner (including behaviour outside the education setting).

For example, a registered teacher

- used offensive language in class, which caused a learner to feel uncomfortable
- used a racist/derogatory term to describe a learner
- bullied a learner by repeatedly singling them out for discipline, when the learner had done nothing to deserve it
- yelled excessively at a learner when they misbehaved, causing the learner to feel upset and/or unsafe
- restrained a learner by holding their arm (although not in a violent or sexual manner) when it was not necessary or appropriate
- has not adequately responded to disclosure of abuse of a child
- was significantly neglectful of a child by leaving them alone or unsupervised for an extended period, and/or
- threatened violence towards/in front of a learner.

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<sup>^</sup>members of the public *must* notify CCYP if reportable conduct issues occur outside the education setting  
 \*the school *must* notify VIT if they take action against the registered teacher as a result of concerns raised

Some of the above examples could amount to reportable conduct under the Reportable Conduct Scheme and *should* be reported to the school. They *can* also be reported to CCYP, VIT and VRQA.

# Conduct reporting guide for members of the community

## School setting – Teacher registration concerns

The following scenario has been developed to assist members of the community in understanding who to report to regarding the conduct of a registered teacher\*, and which organisations are involved following a report.

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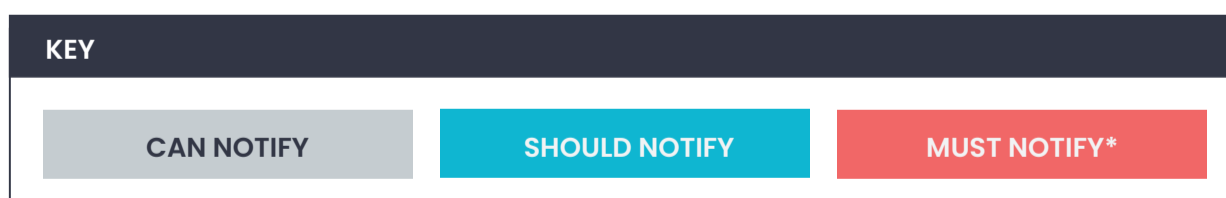
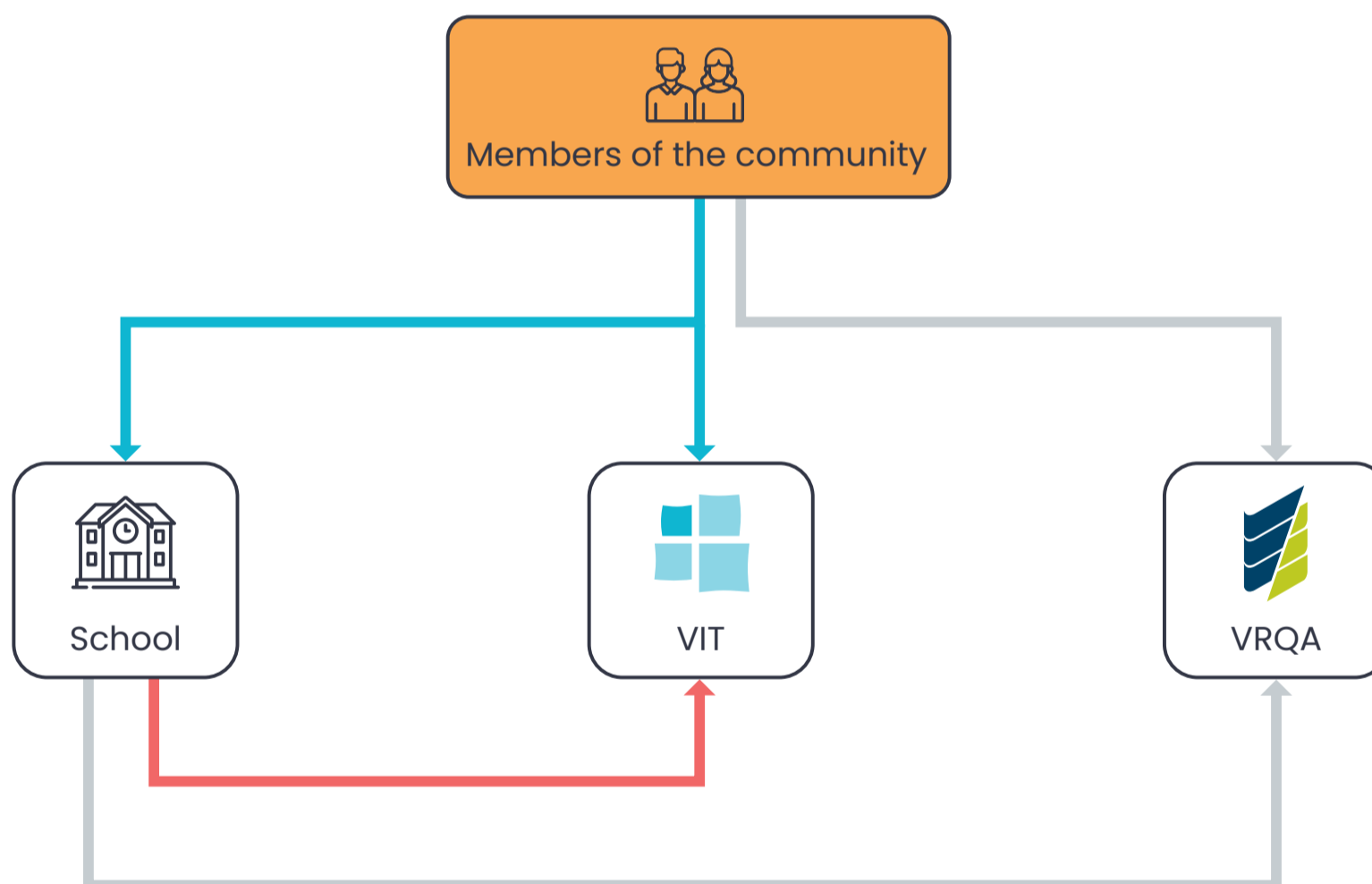
### Scenario

I have a concern about a registered teacher's health or behaviour outside of the school setting.

For example

- a registered teacher displays behaviour suggesting a health concern which may impact their role as a teacher
- I have concerns about a teacher's behaviour outside the school setting which may impact their role as a teacher, and/or
- I have concerns that a teacher may not be registered.

### Reporting Guide



\*the school only needs to notify VIT if they take action against the registered teacher as a result of concerns raised

The above examples could amount to breaches of the Victorian Teaching Profession's Code of Conduct and/or the VRQA minimum standards, and *should* be reported to the school and VIT. They *can* also be reported to VRQA.

# Conduct reporting guide for members of the community

## School setting – School based concerns

The following scenario has been developed to assist members of the community in understanding who to report to regarding the conduct of a registered teacher\*, and which organisations are involved following a report.

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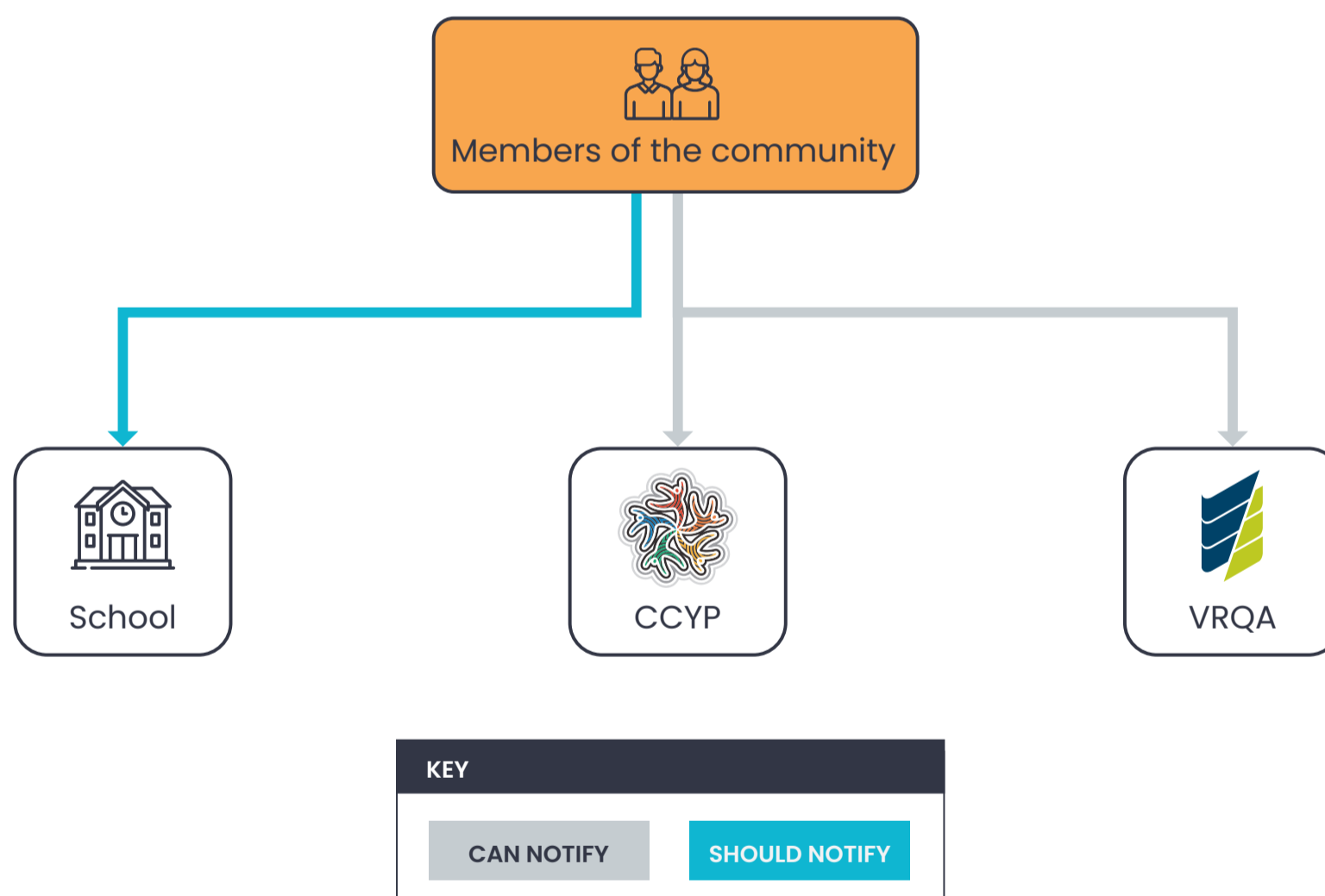
### Scenario

I have a concern about the content/curriculum being delivered and/or the type of assessment in a Victorian school, or I have a concern about how complaints and policies are being addressed.

For example

- the topics covered in a lesson did not relate to the Australian or Victorian Curriculum
- the amount of assessment required of learners is excessive
- I have concerns about the school's compliance with the Child Safe Standards
- the school has not adequately handled a complaint or issue I raised with them, and/or
- the school has made decisions which are not in line with school policies.

## Reporting Guide



The above examples could amount to breaches of the Child Safe Standards and/or the VRQA minimum standards and *should* be reported to the school. They *can* also be reported to CCYP and VRQA.

Concerns about VCE examination content, senior secondary curriculum, F-10 curriculum, early learning, NAPLAN or the marking of VCE examinations can be reported to the Victorian Curriculum and Assessment Authority.

# Conduct reporting guide for members of the community

## Early childhood service – Criminal behaviour (non-sexual)

The following scenario has been developed to assist members of the community in understanding who to report to regarding the conduct of a registered teacher\*, and which organisations are involved following a report.

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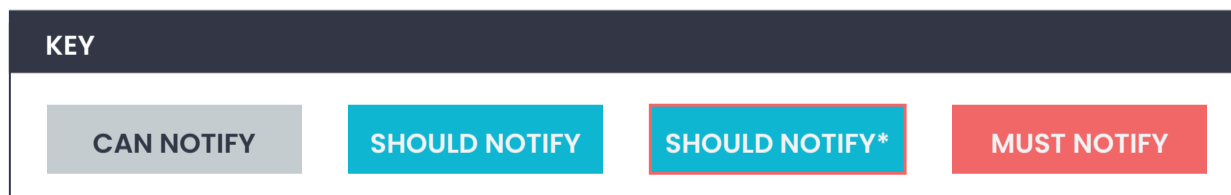
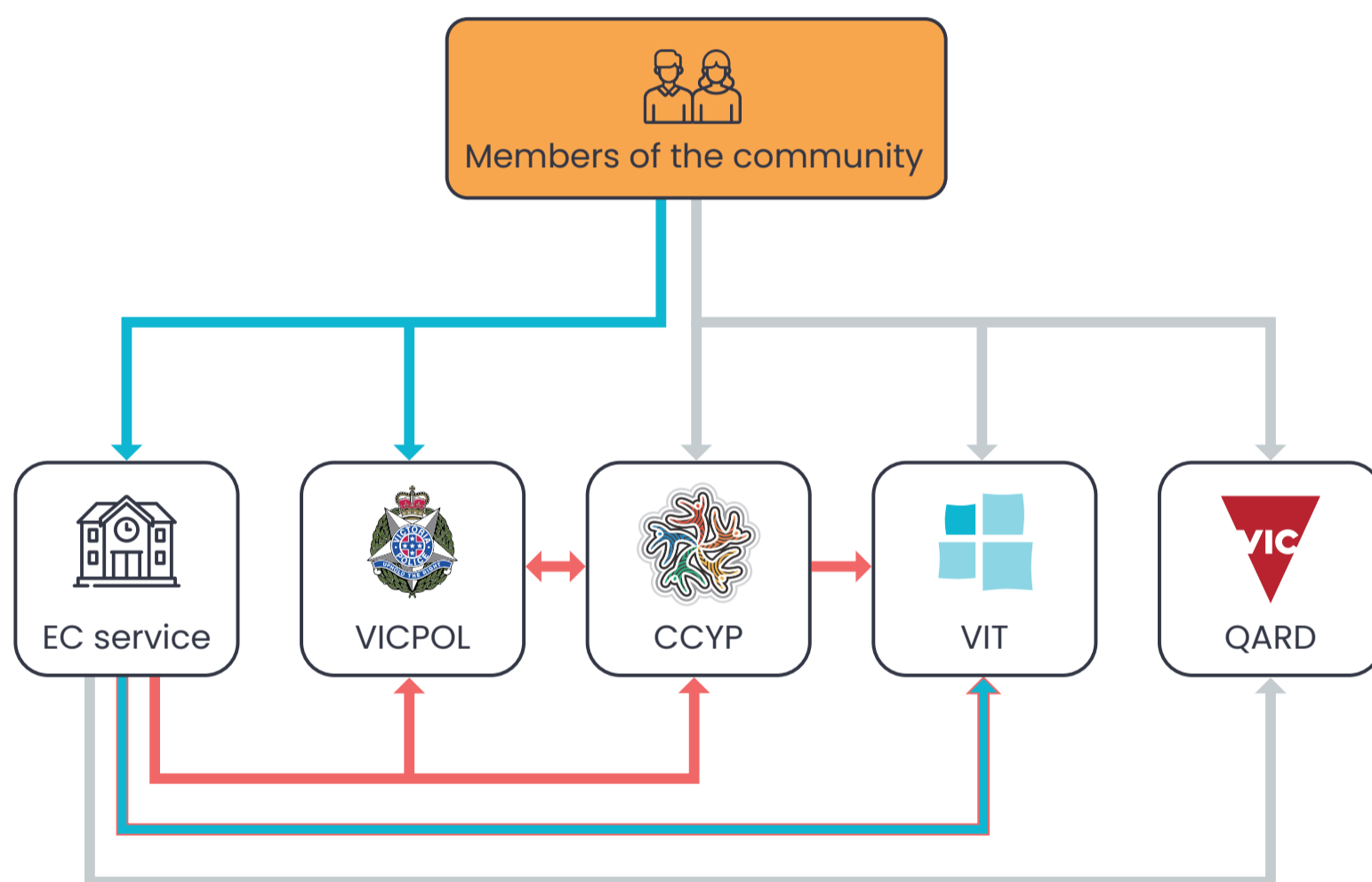
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\*the EC service *must* notify VIT if they take action against the registered teacher as a result of concerns raised

The above examples could amount to criminal offences and *should* be reported to the EC service and Victoria Police. They *can* also be reported to CCYP, VIT and QARD.



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## Early childhood service – Criminal behaviour (sexual)

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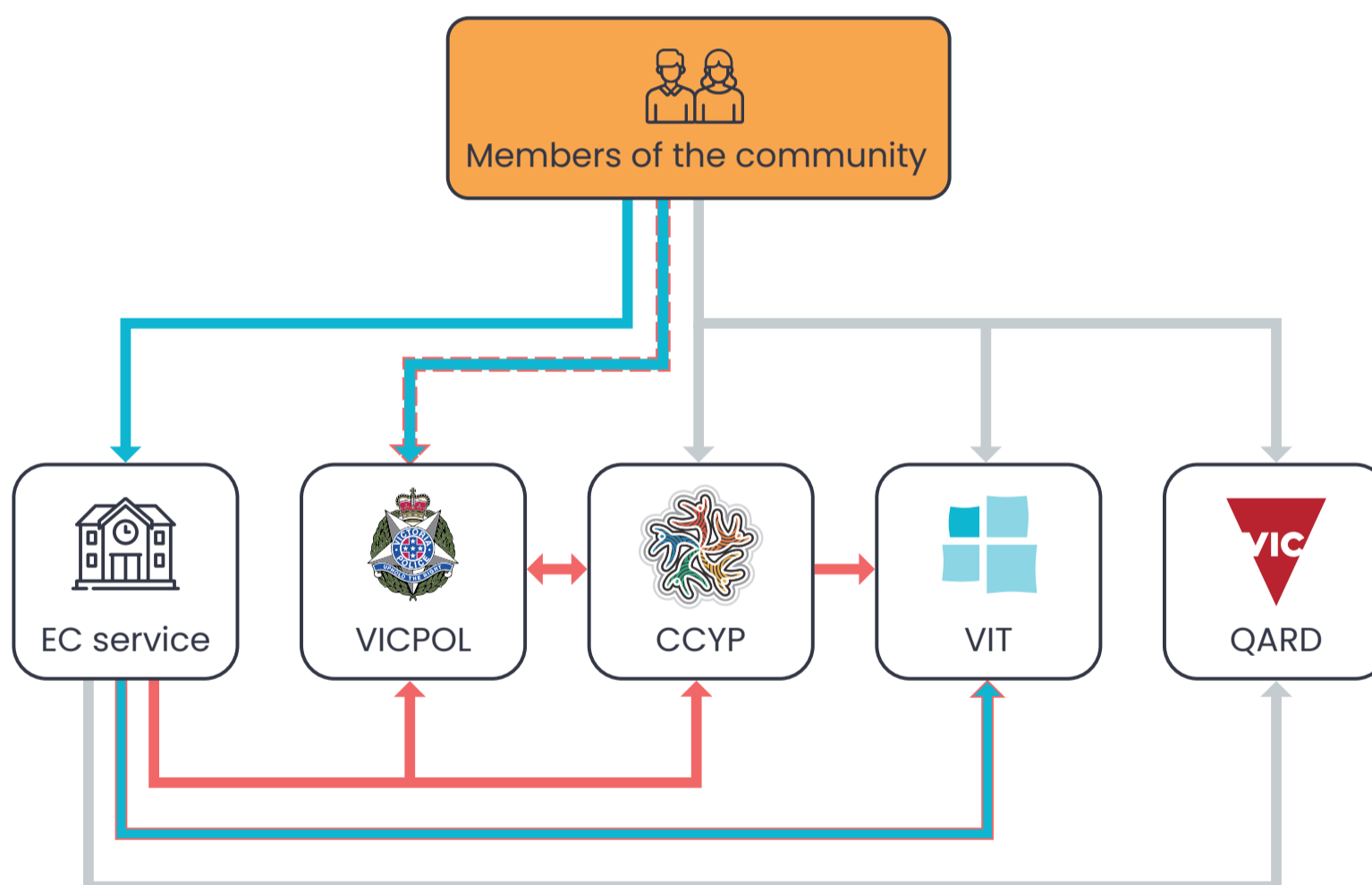
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## Early childhood service – Inappropriate conduct

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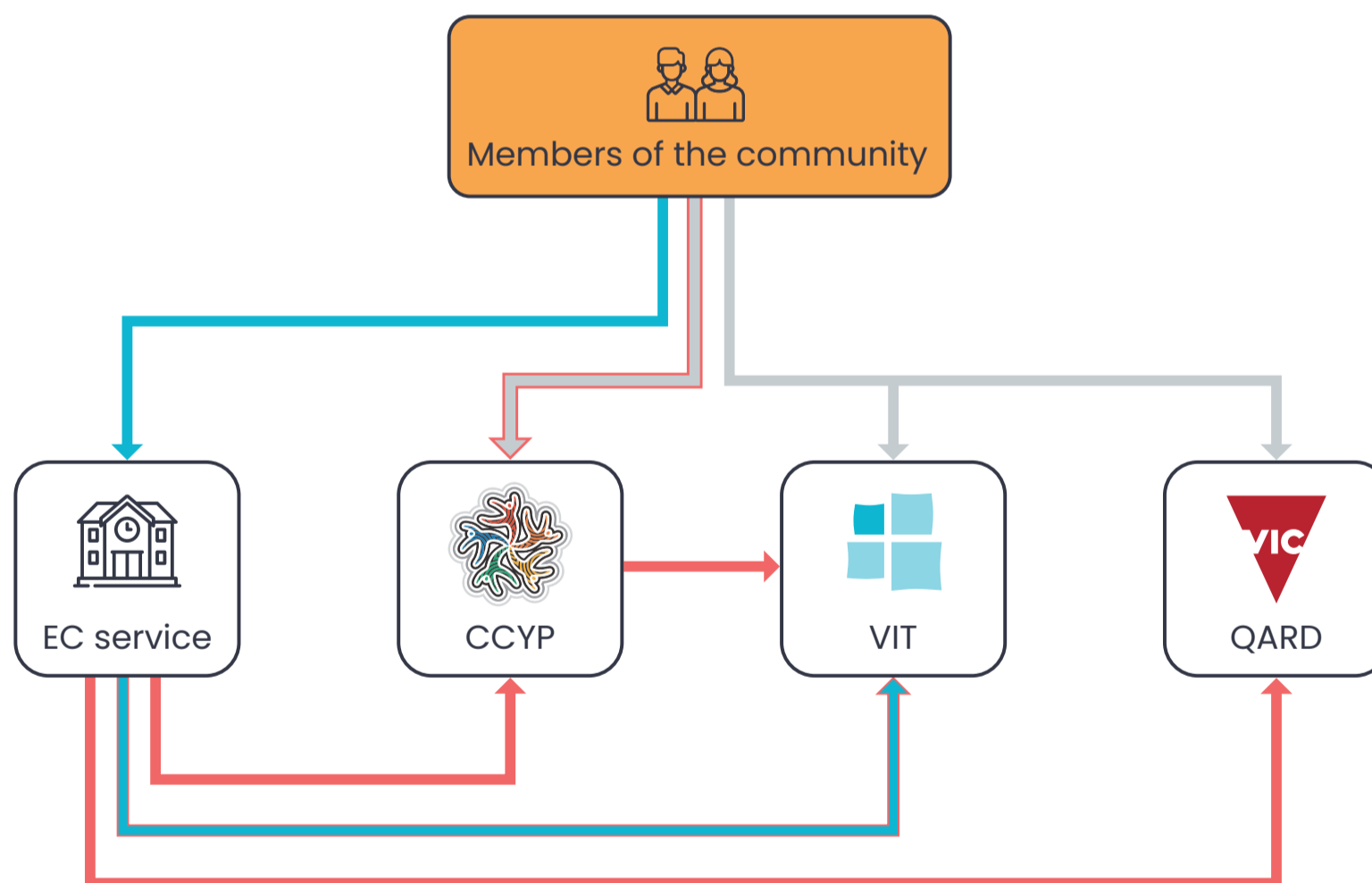
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Some of the above examples could amount to reportable conduct under the Reportable Conduct Scheme and *should* be reported to the EC service. They *can* also be reported to CCYP, VIT and QARD.

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## Early childhood service – Teacher registration concerns

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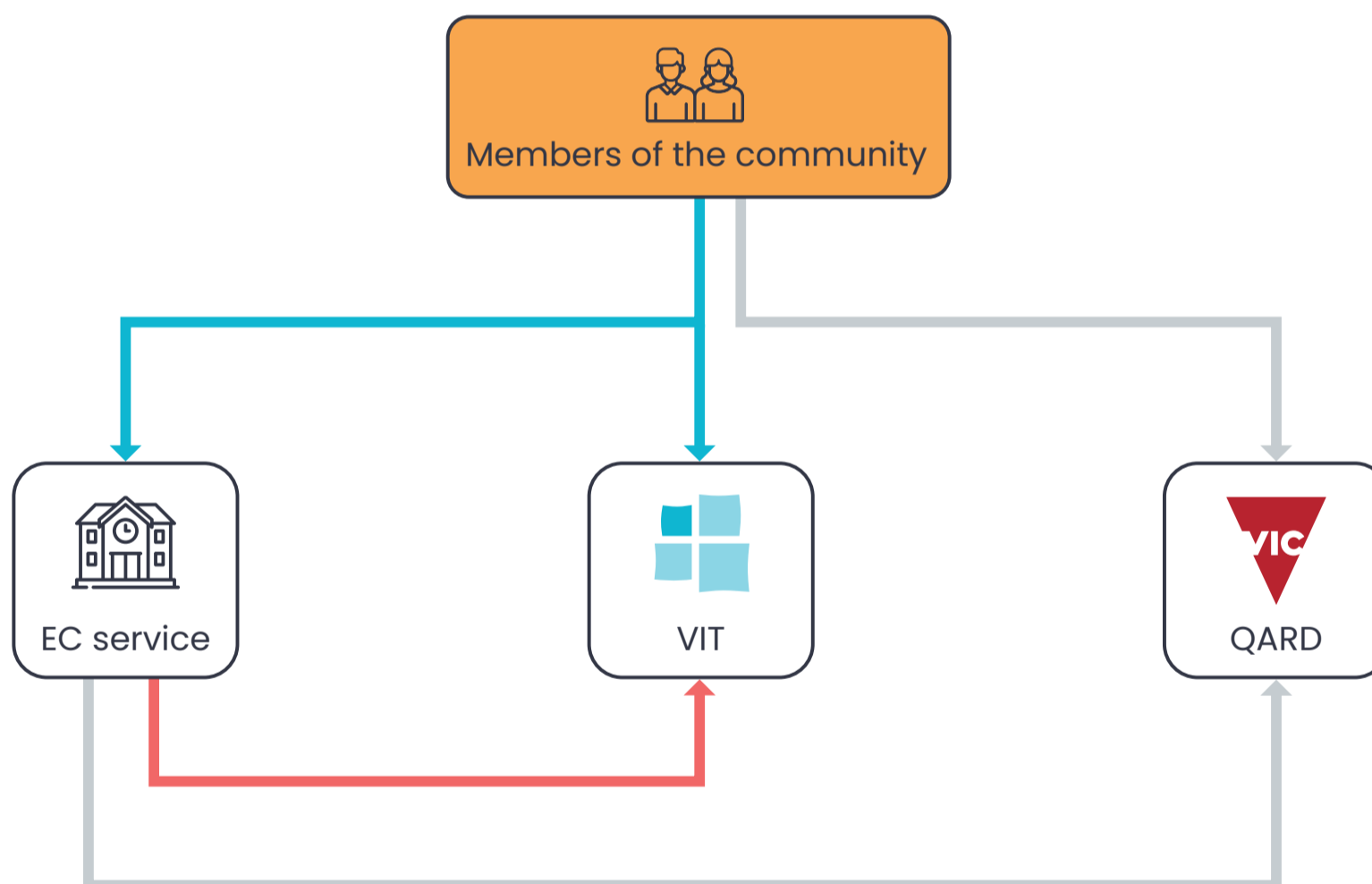
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I have a concern about a registered teacher's health or behaviour outside of the EC service setting.

For example

- a registered teacher displays behaviour suggesting a health concern which may impact their role as a teacher
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Some of the above examples could amount to breaches of the Victorian Teaching Profession's Code of Conduct and *should* be reported to the EC service and VIT. They *can* also be reported to QARD.

# Conduct reporting guide for members of the community

## Early childhood service – early childhood service based concerns

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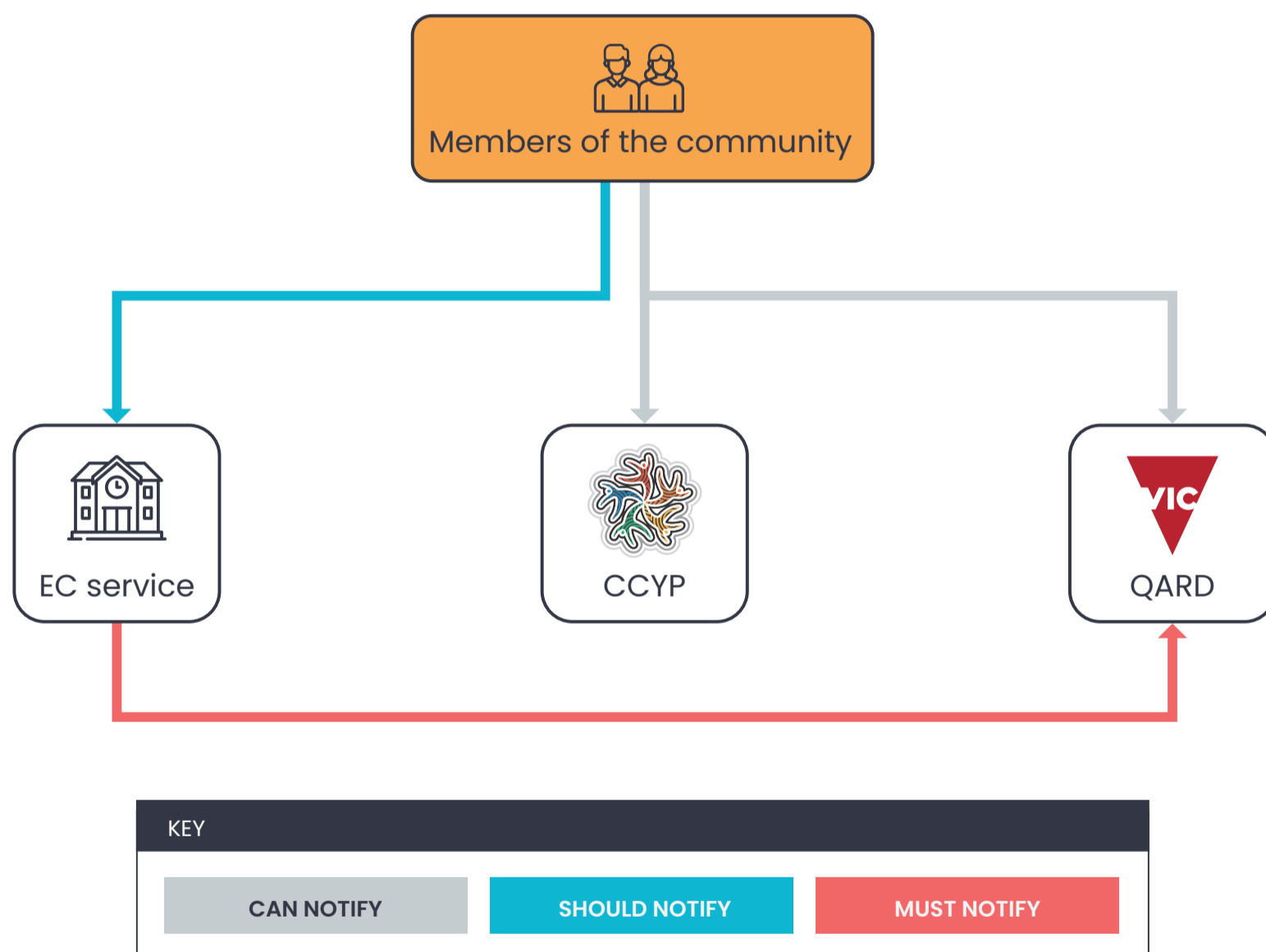
### Scenario

I have a concern about a learner's health, safety or wellbeing, relevant legislation being contravened, or how complaints and policies are being addressed in an EC service.

For example

- I have concerns about the EC service's compliance with the Child Safe Standards
- the EC service has not adequately handled a complaint or issue I raised with them, and/or
- the EC service has made decisions which are not in line with the EC service policies.

### Reporting Guide



The above examples could amount to breaches of the Child Safe Standards and *should* be reported to the EC service. They *can* also be reported to CCYP and QARD.