**Reportable Conduct 20200301**

**NSW Reportable Conduct Scheme - helping to keep kids safe**

There are new obligations on employees of relevant entities, including religious bodies.

Specifically, once an employee is aware of a reportable allegation or reportable conviction of another employee (including contractors and volunteers) they must report the allegation or conviction to the head of the entity (or to the Children's Guardian if it relates to the head of the entity).

The head of entity must, within 7 business days of becoming aware of a reportable allegation or a reportable conviction, give a written notice about it to the Children’s Guardian. The head of the entity is also required to investigate or arrange for an investigator to investigate the reportable allegation or determine whether the conviction considered to be a reportable conviction is a reportable conviction.

After an investigation or determination is completed, the Head of Entity must prepare a report for the Children’s Guardian within 30 days of receiving the report of the reportable allegation or conviction.

(If it is not possible to provide a final report within this time frame, the head of entity must prepare an interim report within 30 days of receiving the report of the reportable allegation or conviction with the reason for not providing the final report within 30days and an estimated time frame for completing the final report.)

**Please see attached fact sheet, ‘Identifying reportable allegations’.**

Further information on how to comply with the requirements of the Reportable Conduct Scheme is available at [**www.kidsguardian.nsw.gov.au/reportableconduct**](http://www.kidsguardian.nsw.gov.au/reportableconduct)