

Category 2: Inappropriate Behaviour (Professional Misconduct) Reporting Form

**For reporting allegation or incident of staff member
or volunteer professional misconduct**

TO BE COMPLETED *IMMEDIATELY* BY FIRST PERSON AND SUBMITTED TO THE RECTOR (OR SUBMITTED TO THE CHAIRPERSON, BOARD OF DIRECTORS IF ALLEGATION IS AGAINST THE RECTOR) UPON BECOMING AWARE OF CATEGORY 2 INCIDENT, THEN:

- ORIGINAL TO BE STORED ON THE CONFIDENTIAL FILE OF THE SUBJECT OF THE ALLEGATION

DETAILS OF SCHOOL REPORT IS BEING SENT FROM				
School name				
Rector/Acting Rector's name				
Address		Suburb		
Postcode		Phone		Fax

PROFESSIONAL MISCONDUCT ALLEGATION MADE BY <small>(first person)</small>					
Name					
Address					
Suburb		Postcode			
Phone	Home		Work		Mobile

ALLEGATION MADE AGAINST <small>(if more than one person is reported please attach on additional page)</small>					
Name					
Position/Role					
School/Workplace					
Address					
Suburb		Postcode			
Phone	Home		Work		Mobile

PROFESSIONAL MISCONDUCT ALLEGATION DETAILS			
Date of allegation		Time of allegation	
How and where was the allegation made? e.g. phone call to school; face to face in Rector's office.		Who was present during allegation?	

SIGNATURES			
Rector's or Chairperson, Board of Directors (where allegation is against Rector) signature		Date	



Details of student/other person affected by misconduct (if more than one student/person please attach an additional page)							
Name (incl. aliases)							
D.O.B.	/ /	Age		Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Year Level
Does the student/ person have a disability?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Type and severity of disability			
Please specify if this disability impacts on a potential interview process							
Residential address							
Suburb			State		Postcode		
Cultural Background	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Other – please specify						
Does the student/other person speak English?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, please specify language			
Is an interpreter required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Description of alleged professional misconduct – e.g. description of any injuries; details of any disclosures; pattern/history of harm; emotional/behaviour indicators							
Other relevant information – e.g. actions taken previously to address misconduct of staff member or volunteer; actions taken with student /other person affected by misconduct							

DETAILS OF PERSONS WHO MAY HAVE FURTHER INFORMATION AROUND ALLEGED MISCONDUCT (if more than one person is reported please attach on additional page)		
Name	Date of birth/Approximate age	
Relationship to student/other person affected by misconduct		
Address	Suburb	
Postcode	Phone	

SIGNATURES		
Rector's or Chairperson's, Board of Directors (where allegation is against Rector) signature		Date

