



CATHOLIC DIOCESE OF BUNBURY

RESPONDING TO REPORTABLE CONDUCT PROCEDURE

Step	Process	Entity	Reference	Checkbox
A. DIOCESE NOTIFIED OF REPORTABLE CONDUCT				
1.	All Reportable Allegations, convictions or unsafe conduct towards children must be reported either the Parish Priest or Safeguarding Coordinator.	- Parish Priest - Safeguarding Coordinator	Chapters 10 to 13, <i>Safeguarding Master Policy</i>	☐
2.	If the Reportable Allegation is reported only to the Parish Priest, that Parish Priest must report the allegation to Safeguarding Coordinator.	- Parish Priest - Safeguarding Coordinator	Chapters 10 to 13, <i>Safeguarding Master Policy</i>	☐
B. ASSESS NATURE OF CONDUCT				
Is the conduct a Reportable Allegation or a Reportable Conviction?				
3.	Is the Reportable Conduct a Reportable Allegation? Assess whether it is Reportable Conduct and follow the steps to notify the Ombudsman within 7 days of being notified of the Reportable Conduct.	Safeguarding Coordinator	Chapters 10 to 13, <i>Safeguarding Master Policy</i>	☐
4.	Is the Reportable Conduct a Reportable Conviction? Assess whether it is Reportable Conviction and follow the steps to notify the Ombudsman within 7 days of being notified of the Reportable Conduct.	Safeguarding Coordinator	Chapters 10 to 13, <i>Safeguarding Master Policy</i>	☐
If the conduct constitutes allegations of child sexual abuse, Mandatory Reporters must also make a Mandatory Report to the Department of Community Services. If the person making the report is not a Mandatory Reporter, they shall report to Safeguarding Coordinator for further information and advice as per Section 9 of the Safeguarding Master Policy.				

5.	Within 7 business days of being notified of the conduct: (a) the Diocese must report the alleged conduct to the Ombudsman of WA (b) the Diocese must report the conviction to the Ombudsman of WA	• Safeguarding Coordinator • Ombudsman of WA	Chapters 10 to 13, <i>Safeguarding Master Policy</i>	☐
Within 30 days of receipt of the information about Reportable Conduct or a Reportable Conviction, Safeguarding Coordinator must in addition to undertaking a Risk Assessment outlining the strategies and actions for managing the relevant risk, do either of the following:				
6.	Provide the Ombudsman with a report on its investigation and outcome (Head of Organisation Report).	• Safeguarding Coordinator • Ombudsman of WA	Chapters 10 to 13, <i>Safeguarding Master Policy</i> Appendix 3 - <i>Investigation Guide – Complaint Management Policy</i>	☐
7.	Provide the Ombudsman with an interim report on its investigation outlining the further action it intends to take.	• Safeguarding Coordinator • Ombudsman of WA	Chapters 10 to 13, <i>Safeguarding Master Policy</i>	☐
8.	Provide a reason to the Ombudsman for not providing a final report and an estimated timeframe within which the report will be provided.	• Safeguarding Coordinator • Ombudsman of WA	Chapters 10 to 13, <i>Safeguarding Master Policy</i>	☐
Safeguarding Coordinator must include the following in an Investigation Report:				
9.	Information about the facts and circumstances of a Reportable Allegation and the findings that Safeguarding Coordinator (and any investigator) made about the Reportable Allegation, including whether it is considered to be Reportable Conduct, the evidence considered, and the basis on which a finding was made.	• Safeguarding Coordinator	Chapters 10 to 13, <i>Safeguarding Master Policy</i>	☐
10.	Information about the conviction considered to be a Reportable Conviction, including whether or not Safeguarding Coordinator (and any investigator) have determined that the conviction is a Reportable Conviction.	• Safeguarding Coordinator	Chapters 10 to 13, <i>Safeguarding Master Policy</i>	☐
11.	A copy of any written submissions provided by the person the subject of the complaint.	• Safeguarding Coordinator	Chapters 10 to 13, <i>Safeguarding Master Policy</i>	

12.	Information about what action has been or will be taken in respect of the person the subject of the complaint., and in relation to any changes to systems or policies.	Safeguarding Coordinator	Chapters 10 to 13, <i>Safeguarding Master Policy</i>	☐
13.	Copies of any documents / evidence relevant to the report about the conduct and the investigation into it.	Safeguarding Coordinator	Chapters 10 to 13, <i>Safeguarding Master Policy</i>	☐
C. DETERMINE IMMEDIATE ACTIONS TO BE TAKEN				
Safeguarding Coordinator to take all necessary steps in response to the Reportable Conduct, including anything required to assist WA Police Force and any other authorities.				
14.	Generally , Safeguarding Coordinator to monitor individuals accused of the Reportable Conduct.	Safeguarding Coordinator	Chapters 10 to 13, <i>Safeguarding Master Policy</i> Chapter 7 – Safeguarding Complaints Management Policy	☐
D. RECORD KEEPING				
15.	All relevant documents to be provided to Safeguarding Coordinator for storage and safekeeping pursuant to the Diocese's record keeping procedures.	Safeguarding Coordinator	Chapters 10 to 13, <i>Safeguarding Master Policy</i>	☐
16.	Safeguarding Coordinator and any other relevant entities or individuals of the Diocese to continue to monitor and assist authorities as required.	Safeguarding Coordinator	Chapters 10 to 13, <i>Safeguarding Master Policy</i> Chapter 9 – Safeguarding Complaints Management Policy	☐