

## *Education (Queensland College of Teachers) Act 2005*

The following questions should be used as a guide to help you determine whether or not your complaint is a relevant complaint for the Queensland College of Teachers (the QCT) to deal with.

1. Does your complaint relate to an administrative matter e.g. not providing report cards or feedback about a student's development; issues about school uniforms; or the application of a policy, including curriculum?

Yes ☐ No ☐ If yes, you should direct your issues to the school or employing authority.

2. Does your complaint concern employee performance e.g. allegations about a teacher's performance and/or management?

Yes ☐ No ☐ If yes, you should direct your issues to the school or employing authority.

3. Does your complaint relate to a Family Court or child safety matter between a teacher and his/her children?

Yes ☐ No ☐ If yes, you should report your concerns to a relevant authority such as the Queensland Police Service, the Department of Child Safety or seek independent legal advice.

4. Does your complaint involve criminal activity?

Yes ☐ No ☐ If yes, and you have not already done so, you should contact the Queensland Police Service.

5. Does your complaint involve official misconduct e.g. conduct that could, if proved, be a criminal offence or a disciplinary breach, providing reasonable grounds for terminating the person's services, if the person is or was a public servant?

Yes ☐ No ☐ If yes, and you have not already done so, you should refer your concerns to the employing authority and/or the Crime and Corruption Commission (for State and Grammar schools only).

6. Does the allegation/s if proven, raise the belief that the person behaves in a way, whether connected with the teaching profession or otherwise, that does not satisfy the standard of behaviour generally expected of a teacher?

Yes ☐ No ☐ If no this is not a complaint that the QCT has legislative authority to address under section 87 of the Act.

*The Complaint Form will help you to provide the College with information to assess your complaint and determine what action can be taken. Please complete all the questions on this form.*

Please refer to the information sheet - ***Making a Complaint about a Teacher*** - to assist in completing this form.

**YOUR PERSONAL DETAILS (THE COMPLAINANT)**

Full name

Address:

Telephone (home):

Email

School

Telephone

Please state in what capacity you are making the complaint e.g. student, former student, parent, guardian, teacher, colleague, other (specify):

**DETAILS OF THE TEACHER YOU ARE COMPLAINING ABOUT**

Teacher's full name (if known):

Teacher's registration number (if known):

School/centre name:

School/centre address:

School/centre telephone no. (if known):

**DETAILS OF THE COMPLAINT**

In the space below, please outline your complaint, providing full details including:

- the date/s on which the action giving rise to the complaint occurred,
- what your particular complaint is about and why you believe disciplinary action should be taken against the teacher,
- full details of the complaint (e.g. what happened, where it happened, to whom it happened).

If you do not have enough space below, please attach a separate sheet to this form.

## FURTHER INFORMATION

**Action by the employer:** If you have referred this complaint to the teacher's employer (e.g. the school or its board/council), what was the outcome of the complaint? **If you have not referred this complaint to the teacher's employer, what are your reasons for not doing so?**

**Referral to other persons or agency:** If you have referred this complaint to another person or agency (e.g. the Police, the Crime and Corruption Commission), what was the outcome of the complaint? **Please attach copies of relevant documents.**

**Witnesses:** If any other person can provide information about the complaint, please provide their names, contact details and what information they may be able to provide. The most important persons will be the student/s involved and anyone who saw the alleged incident/s.

**Documents/other evidence:** Attach copies of any documents or other evidence relevant to your complaint (e.g. letters, photographs, statements from witnesses or other people). **If you cannot provide the documents/evidence, please provide details of who has access to the documents/evidence or how this can be obtained, and what information they may be able to provide.**

**Outcome you are seeking:** Please specify the outcome you wish to achieve by making a complaint to the QCT. (The QCT is limited to acting within the provisions of the Education (Queensland College of Teachers) Act 2005.)

**FURTHER INFORMATION**

Please sign and date this form

Signature:

DD/MM/YYYY

 /  / 

Print name:

Email the completed form (or your letter) and all attachments to [professionalconductunit@qct.edu.au](mailto:professionalconductunit@qct.edu.au).  
Please contact us via the channels below if a different method is required.

Contact us

1757 | FO37 | 0620

**07 3377 4777**

or call 1300 720 944

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Brisbane Qld 4001 Australia



[www.qct.edu.au](http://www.qct.edu.au)