

Notification – Allegation of harm or likely harm – Section 76 (initial notification)

Employing authority notification form

Contact details

Employing authority details	
Name of employing authority	
Address	
Contact person	
Phone	
Email	

School details	
Name of the prescribed school	
Address	
Contact person	
Phone	
Email	

Teacher details	
Name of the relevant teacher	
Address	
Teacher registration number	
Phone	
Email	

Allegation/s

Provide detailed information about the particulars of the allegation/s (the facts and circumstances of the allegation/s to the extent available).

Details of how the allegation/s is/are being dealt with	
Please provide the date the employing authority started dealing with the allegation/s.	
Please provide details on how the allegation/s is/are being dealt with. Refer to Employing authority notifications – Guidelines for more information.	
Have you made a reportable conduct notification to the Queensland Family and Child Commission (QFCC) in compliance with the Reportable Conduct Scheme?	

<p>If yes, please provide information pertaining to any notification to the Queensland Family and Child Commission (QFCC) under the Reportable Conduct Scheme.¹</p>	
<p>If known, please provide details about any action taken by the QFCC in relation to the notification.</p>	
<p>List any other authorities that have been notified <i>e.g. Queensland Police Service, Department of Child Safety, Crime and Misconduct Commission</i></p>	
<p>If known, provide details about any action taken by the authority</p>	

¹ If a reporting entity for the Reportable Conduct Scheme receives a report about reportable conduct, the head of the reporting entity or a delegate must:

- Notify the Commission of the report within three business days of the head of the reporting entity or delegate becoming aware of the allegation
- As soon as practicable after becoming aware of the report about a reportable allegation, ensure an investigation is conducted and notify the Commission that the investigation is being conducted
- Provide the Commission with an interim report within 30 business days of becoming aware of the allegation or conviction
- Provide the Commission with a final report that includes the investigation findings as soon as practicable.

Contact details of authority (if known: phone, email, address)	
--	--

Other relevant information

Further details of teacher	
Type of employment <i>e.g. permanent, temporary, contract</i>	
Dates of employment, including end date	
Relevant disciplinary history	
Current employment status <i>e.g. stood down, suspended, transferred to non-teaching duties, no action taken</i>	
Further information to assist the QCT to determine whether the teacher poses and unacceptable risk of harm to children.	

Attachments

- **Complaint/referral:** Please attach a copy of any relevant complaints/referrals to the QFCC and/or any other agencies to this form.
- **Additional documents/evidence:** Please attach copies of any relevant documents/evidence to this form.

Email the completed form and all attachments to professionalconductunit@qct.edu.au.

For enquiries, call: 07 3377 4715