

Notification – Allegation of harm or likely harm – Section 77 (final 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

<p>Provide detailed information about the particulars of the allegation/s (the facts and circumstances of the allegation/s to the extent available).</p>	
<p>The date the employing authority stopped dealing with the matter.</p>	
<p>The findings made by the employing authority.</p>	
<p>The outcome of the employing authority's dealing with the allegation and any reasons for the outcome.</p>	

<p>The employing authority's decision and reasons for the decision.</p>	
<p>Have you made a reportable conduct notification to the Queensland Family and Child Commission (QFCC) in compliance with the Reportable Conduct Scheme?</p>	
<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>	

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.

<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>	
<p>Contact details of authority (if known: phone, email, address)</p>	

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.	
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Attachments

- **Complaint/referral:** Please attach a copy of any relevant complaints/referrals to the QFCC and/or any other agencies to this form.
- **Investigation report:** Please attach a copy of any full/completed investigation reports.
- **Relevant policies (e.g. the school's student protection policy):** Please attach a copy of any relevant policies.
- **Evidence:** Please attach a copy of all evidence gathered, including but not limited to names and contact details of all witnesses, including date of birth for any student witnesses; and a statement as to what other evidence is available e.g. computer files, gifts, letters, text messages.
- **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