

Entity Report Form

Part 4 Children's Guardian Act 2019

Once the head of entity is satisfied that the investigation has been concluded, they must, as soon as practicable, provide the Office of the Children's Guardian with an Entity Report unless the Guardian has given a written exemption or the head of the relevant entity has a reasonable excuse. Where it is considered that there is a reasonable excuse for not providing an entity report, heads of relevant entities are asked to provide the Guardian with an outline of their reasons, so the Guardian may determine whether to provide a written exemption.

One or more findings in this entity report is a finding (ie, a sustained finding) of sexual offence, sexual misconduct or serious physical assault:

Yes or No

Under Section 56 of the Children's Guardian Act 2019, when the head of a relevant entity makes a finding that an employee engaged in reportable conduct that is a sexual offence, sexual misconduct or serious physical assault, the Children's Guardian must report the finding to the Working with Children Check Unit of the Office of the Children's Guardian.

Please ensure you provide the required information*, either in the fields provided or by attaching relevant documentation:

1 Relevant entity name:

2 Your reference or employee name:

3 OCG reference (including if the Children's Guardian consented to an extension):

4 *The facts and circumstances of the reportable allegation or conviction:

Or: Information is attached

4.1 Date entity first informed employee of reportable allegation:

4.2 Date entity informed employee of preliminary findings or (if no preliminary findings were made) the findings:

5 *The findings for all reportable allegations (or determination of reportable conviction), including whether a finding of reportable conduct was made:

Or: Information is attached

5.1 For the purposes of the Working With Children Check
was there a finding of reportable conduct? Yes or No

5.1.1 If Yes, select which type(s) of reportable conduct
Sexual misconduct A sexual offence A serious physical assault

5.1.2 Employee's Name

5.1.3 Employee's date of birth

5.1.4 Employee's WWCC number

5.2 For the purposes of the Working With Children
Check the Employer's registration number

6 *An analysis of the evidence (with reference to the mandatory considerations at Division 6 of Part 4 of the Children's Guardian Act 2019):

Or: Information is attached

7 *The rationale for each finding (on the balance of probabilities):

Or: Information is attached

8 *The action that has been or will be taken, including remedial or disciplinary action in relation to the employee; any referral of information; changes to systems or policies; other action; no action:

Or: Information is attached

9 *The reasons for the action taken or for not taking further action:

Or: Information is attached

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10 *Any other information the Guardian has required in writing in relation to the reportable allegation/s or the entity's response:

Or: Information is attached or N/A

10.1: Provide dates of all periods during which the investigation was suspended or exempted from progressing and the reasons:

10.2: If the investigation took > 6 months to complete, please list any factors that contributed to the length of time the investigation took (such as complexity, difficulty locating witnesses, victim or employee wellbeing, difficulty/delay obtaining third party information, entity inexperience with reportable conduct investigations, resourcing in entity, or any other factors):

The Children's Guardian is required to report publicly on investigations not completed within 6 months.

11 *Copies of all relevant documents, including transcripts of interviews and copies of evidence (excluding copies of documents already provided to the Reportable Conduct Directorate):

Copies are attached

12 Information provided to alleged victim(s) and/or parent or carer?: Yes or No

If yes, please provide the details or if no, please provide the public interest reasons for non-disclosure.

Person submitting entity report

Name:

Title:

Note: If you have documentation you consider relevant to this notification, please email it with information linking it to this notification (max. 25MB) to: entityreport@kidsguardian.nsw.gov.au or mail to Reportable Conduct Scheme, Office of the Children's Guardian, Locked Bag 5100, Strawberry Hills 2012 NSW.

Please note: if using webmail some users may not have the required technical support to use the submit button. We suggest saving this form on your system as a PDF and attaching it to a direct email to entityreport@kidsguardian.nsw.gov.au

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