



Reportable Conduct Scheme Aide-Memoire

Australian Company Number (ACN)	116 163 529
Australian Business Number (ABN)	11 116 163 529

A company limited by guarantee

Keep with your youth protection materials.

Full policy: D9560 Reportable Conduct
Scheme Policy and Response Procedures.

Updated: 26/07/2026

What is Reportable Conduct?

The following conduct is reportable conduct:

- a) a child sexual offence;
- b) sexual misconduct committed in relation to, or in the presence of, a child;
- c) ill-treatment of a child;
- d) significant neglect of a child;
- e) physical violence committed in relation to, or in the presence of, a child;
- f) behaviour that causes significant emotional or psychological harm to a child.

Who is considered a worker?

Every volunteer in any Youth Program, regardless to whether they are paid or unpaid, whether they are alone or have any direct contact with any youth.

If a child discloses, or you have a concern about any worker's conduct

Do:

- Protect the child first — remove them from contact with the person concerned, immediately.
- Listen calmly. Stay neutral — no shock, no disbelief.
- Ask only what, when, where, who, how. Avoid “why” questions.
- Reassure them: they did the right thing by reporting it, and it is not their fault.
- Explain you must tell someone — you can offer privacy, not confidentiality.
- Write down what was said, in their own words, as soon as you can.

Don't:

- Don't investigate it yourself.
- Don't confront or contact the person concerned.
- Don't promise secrecy.
- Don't discuss it with anyone who doesn't need to know.

Then — escalate the same day (DO NOT DELAY):

Concern About	Action
Any worker	Report electronically at www.rotary9560.org/report For immediate response, phone the District Youth Protection Officer or the District Governor (electronic written report required in addition to a phone call).
District Governor	Report electronically at www.rotary9560.org/report For immediate response, phone the District Youth Protection Officer or the Immediate Past District Governor (who will become the Responsible Officer for that matter)
District Youth Protection Officer	Report electronically at www.rotary9560.org/report-dypo For immediate response, phone the District Governor (electronic written report required in addition to a phone call).

Anyone can report directly to the Commission at any time — electronically at www.qfcc.qld.gov.au/report-concern, or by phone on 07 3900 6000.

However, it is required that any concern is reported to the District via the above reporting methods.

If in doubt, report it anyway. You don't need to decide whether it meets a legal threshold — that's not your job. Nobody is disadvantaged for reporting a genuine concern in good faith, even if it turns out to be unfounded.

Responsible Officers

Role	Is	Contact
Head of the Reporting Entity	District Governor	DG Rita Zappulla dg@rotary9560.org 0409 634 445
Delegate	District Youth Protection Officer	DYPO David Peff youthprotection@rotary9560.org 0410 547 205
If DG is implicated	Immediate Past District Governor takes over	IPDG PDG Greg Marlow ipdg@rotary9560.org 0419 033 637
If Delegate is implicated	DG appoints an alternative officer	District Governor will advise when required
External regulator	Queensland Family and Child Commission (QFCC)	qfcc.qld.gov.au/report-concern 07 3900 6000
Police (for criminal matters)	Queensland Police Service	000 / 131 444

Remember

- This applies to **every worker** — Rotarians, counsellors, host families, committee members, contractors — paid or unpaid, and whether or not their role involves direct youth contact.
- The District investigates too — not everything goes to police. Many reportable matters (grooming behaviour, boundary violations) will never meet a criminal threshold, but must still be assessed and investigated by the District.
- All records are kept securely and **indefinitely**.
- It is an **offence**, with a financial penalty, for the Head of the Reporting Entity to fail to notify the Commission — so escalate promptly rather than deciding yourself whether something is “serious enough.”

For full detail — definitions, the nine-step procedure, roles, and record-keeping requirements — see the D9560 Reportable Conduct Scheme Policy and Response Procedures.