

Part 6: Notification form

Part A

1. Details of agency

- 1.1 Name of agency: KNOX GRAMMAR SCHOOL Your case/ref number: _____
- 1.2 Type of agency:
- | | |
|---|--|
| <input type="checkbox"/> Designated government agency | <input checked="" type="checkbox"/> Non-government school |
| <input type="checkbox"/> Designated non-government agency | <input type="checkbox"/> Child care centre |
| <input type="checkbox"/> Public authority (other than a designated government agency) | <input type="checkbox"/> Substitute residential care service (i.e. out of home care service) |
- 1.3 Nature of service provided by your agency: EDUCATION
- 1.4 Does your agency have a policy or procedures specifically relating to allegations of reportable conduct against employees or members of staff? Yes No
- 1.5 Has your agency already supplied the Ombudsman with a copy of the most current policies or procedures? Yes No
If the agency has not already supplied the Ombudsman with a copy of the most current policies or procedures, please attach.

2. Head of agency details

- 2.1 Head of agency name: JOHN WEEKS
- 2.2 Position title: HEADMASTER
- 2.3 Address (Agency address; not a home address): KNOX GRAMMAR SCHOOL
7 WOODVILLE AVENUE, WAHROONGA 2076
- 2.4 Telephone: 94870122 Fax: 94870102
- Signature: [Signature] Date: 9/3/09

If another officer of the agency is preferred as the contact for any further inquiries in relation to this notification from the Ombudsman, please also provide their details below. Unless other arrangements have been made, formal correspondence from the Ombudsman will be addressed to the nominated head of agency.

- 2.5 Contact officer name: MARTIN GOODING
- 2.6 Position title: DIRECTOR OF MARKETING AND DEVELOPMENT
- 2.7 Address: As Above
- 2.8 Telephone: 9473 9768 Fax: 94870102

Please identify the person in your agency who is responsible for investigating the reportable allegation(s) or who is responsible for liaison with any other agency that may be investigating the reportable allegation(s):

- 2.9 Investigating officer: MARTIN GOODING
- 2.10 Position title: (as above)
- 2.11 Address: _____
- 2.12 Telephone: _____
- 2.13 If this notification relates to any other notifications made to the Ombudsman, please provide our reference number(s) or other details: _____

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4. Details of the alleged victim(s)

- 4.1 Does this notification contain allegations of reportable conduct upon more than one child or young person? Yes No
- 4.1a If yes, how many? _____ (Please copy and complete this page for each child)
- 4.2 Family name: _____
- 4.3 Given names: _____
- 4.4 Sex: _____
- 4.5 Date of birth or current age: _____
- 4.6 Age of the child at the time of the alleged reportable conduct (if different from above): _____
- 4.7 Is the child:
- Aboriginal? Yes No Unknown
- Torres Strait Islander? Yes No Unknown
- From a non-English speaking background? Yes No Unknown
- 4.8 Does the child have a disability or disorder? Yes No Unknown
- 4.8a If yes, (tick all relevant and describe):
- Intellectual _____
- Physical _____
- Sensory _____
- Behavioural _____
- Other _____
- 4.9 Home address: _____
- 4.10 Home phone: _____
- 4.11 Is the child a state ward? Yes No Unknown
- 4.12 Are the child's parents or guardians aware of the allegations? Yes No Unknown Not applicable
- 4.12a If no, why not? _____
- 4.12b If yes, who informed them?
- Child
- Your agency (name of person): _____
- Unknown
- Date informed: _____
- 4.13 Has counselling or other support been offered/provided to the alleged victim? Yes No
- 4.13a If yes, what kind? _____
- 4.13b If no, why not? _____

* PLEASE SEE ATTACHED NOTES.

6. Interim Action taken or proposed in respect of the reportable allegation(s)

- 6.1 Has DoCS been informed by your agency? Yes No Unknown Not applicable
- 6.1a Date of report to DoCS: _____
- 6.2 Is DoCS investigating this reportable allegation? Yes No Unknown
- 6.2a If yes, name of DoCS officer: _____
- 6.2b Which Community Service Centre or Joint Investigation Response Team? _____
- 6.2c Contact number (if known): _____
- 6.3 Have the police been informed? Yes No Unknown Not applicable
- 6.3a Are the police investigating this reportable allegation? Yes No Unknown
- 6.3b If yes, name of police officer: _____
- 6.4 Which police station or Local Area Command? _____
- 6.4a Contact number (if known): _____
- 6.5 Have prior reportable allegations been made against the employee? Yes No Unknown
- 6.5a If yes, when was the most recent? Within 2yrs 2-5yrs ago More than 5yrs ago
- 6.5b What was the result or finding of the investigation into the prior allegation/s?
- False
 - Vexatious
 - Misconceived
 - Allegation sustained
 - Not sustained - insufficient evidence
 - Not reportable conduct
- 6.6 What action has been taken or is proposed by the agency in respect of the employee pending completion of investigation?
- No action (state why) _____
 - Increased supervision (describe) _____
 - Restriction on current duties (specify) _____
 - Transferred to alternate duties (specify) _____
 - Suspended with pay
 - Suspended without pay
 - Not re-engaged
 - Not relevant as matter finalised
- 6.6a Is this standard procedure when responding to allegations of a child protection nature made against your employees? Yes No Not applicable

SEE ATTACHED.

* Note: the person against whom an allegation has been made is now in Police Custody. He was not bailed and is in the hands of the Dept. of Corrective Services

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7.1.2 Agency Finding on first reportable allegation:

- False
- Vexatious
- Misconceived
- Allegation sustained
- Not sustained - insufficient evidence
- Not reportable conduct

Note: If there was only one allegation, go to Part 7.2 Please attach additional pages if there were more than two allegations.

7.1.3 Allegation 2:

Physical assault

- Hitting/kicking
- Shaking/throwing
- Pushing/shoving/grabbing/pinching/poking
- Inappropriate restraint/excess force
- Indirect – use of object/substance/threat

Sexual misconduct

- Exploitation: non physical
- Deliberate exposure to sexual behaviour/sexual exhibitionism/exploitation/pornography
- Child pornography
- Obscene language/ gestures
- Harassment (inappropriate words/gestures/correspondence)

Psychological harm*

- Persistent hostility/rejection
- Exposure to violence (including domestic violence)
- Scapegoating
- Humiliation/belittling

Neglect

- Clothing/food
- Medical care
- Shelter
- Supervision
- Environment not supportive

Sexual offence

- Assault (indecent/ touching/molestation)
- Penetration/intercourse

***Note:** There must be a claim of related harm to the child that was alleged to have been caused by the employee. See 3.5.7 in the Ombudsman guidelines for more information about this definition.

Note: For more information about definitions of reportable allegations see 3.5 of the guidelines

Misconduct which may involve reportable conduct

- Unwarranted/inappropriate touching (not indecent)
- Inappropriate relationship with child (not sexual)
- Inappropriate comments/jokes of a sexual nature
- Other

Description of reportable allegation: _____

Employee response: _____

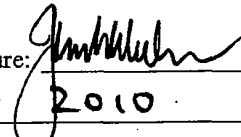
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- 8.3 What other action has been taken or is proposed by your agency as a result of the investigation? (e.g. general staff training, changes to policies)

- 8.4 Date investigation completed: SENTENCING TOOK PLACE, 15 JUNE 2010
- 8.5 Was the matter required to be notified to the Commission for Children and Young People (CCYP) as a completed relevant employment proceeding? Yes No
- 8.6 If Yes, has the matter been sent to the CCYP? Yes* No

*Note: Please attach a copy

- 8.7 Date sent to CCYP: 4 AUGUST 2010
- 8.8 Name and signature of person completing notification to Ombudsman:

Name: J. W. LITTES Signature: 

- 8.9 Date notification completed: 4 AUGUST 2010

B: 4: NOTE: GIVEN MR TRELOR'S GUILTY PLEA AND SUBSEQUENT SENTENCING, IT IS OPEN TO THE SCHOOL TO MAKE A FINDING OF, "SUSTAINED."
15 JUNE 2010