



Reportable Conduct: Initial Response and Risk Assessment

This form is to be used by senior NSW staff when responding to an allegation of reportable conduct and assessing risk associated with the allegation. The form should be attached to "Notification Form Part A" when the allegation is reported to the NSW Ombudsman.

Section one: Reportable allegation initial response meeting		
Date of meeting:		
Meeting participants:	Name:	Role: General Manager NSW Services
	Name:	Role: Program Manager
Section two: Client details [victim]		
Name(s) of client:	1.	DOB: Order: KIDS no:
	2.	DOB: Order: KIDS no:
	3.	DOB: Order: KIDS no:

Is the client Aboriginal or Torres Strait Islander:	.. Yes	.. No
Length of time client in current placement:		
Placement type:	.. Foster care .. Kinship care .. Residential care	
Section three: Reportable allegation details		
Date/s of concern/s:		
Name of employee subject of allegation:		
Employment status of employee subject of allegation:	.. Permanent full time .. Permanent part time .. Casual .. Foster carer .. Kinship carer .. Volunteer .. Other Describe:	
Years of care-giving experience:		
Are there any other children/ young people currently in placement? .. Yes .. No	If yes, please provide following details:	
	Name:	
	KIDS no:	
	Name:	
	KIDS no:	
	Name:	
	KIDS no:	
	Name:	
KIDS no:		
Which agency has case management responsibility:		
Name of MacKillop caseworker (if applicable):		
Name of Department of Family and Community Services Caseworker and Manager, Casework (if applicable):		
Brief outline of reportable allegation:		

<p>Have prior reportable allegations been made against the employee? Describe allegations including date, outcome and details of any action taken:</p>
<p>Has the client made prior reportable allegations? Describe allegations including date, outcome and details of any action taken:</p>
<p>Is there any additional relevant information:</p>
<p>Section four: Initial risk assessment</p>
<p>Is the allegation reportable on face value or is the conduct exempted from reporting to the NSW Ombudsman?</p> <p>.. Yes</p> <p>.. No</p> <p>Rationale:</p>
<p>Is the client[s] at risk of significant harm?</p> <p>Provide details:</p> <p>Has a mandatory report been made to the Child Protection Helpline?</p> <p>.. Yes</p> <p>.. No</p> <p>Reference number:</p>

<p>What are the risks to the client[s]?</p> <p>What actions can be taken to mitigate the risks?</p> <p>What is the level of residual risk after these actions are taken?</p> <p>Is it appropriate for the employee to continue their current duties while the allegations are investigated?</p> <p>.. Yes</p> <p>.. No</p> <p>Rationale:</p>
<p>What action will be taken or is proposed in respect of the employee subject of the allegation while the allegations are investigated and until final decisions are made?</p> <p>.. Employee will continue to provide care</p> <p>.. Employee will not continue to provide care</p> <p>.. Employee will temporarily be placed on alternative duties pending investigation outcome</p> <p>.. Employee will be temporarily stood-down pending investigation outcome</p> <p>.. Employee will be terminated or de-authorised</p> <p>.. Other Describe:</p>
<p>Should the client [victim] be moved to another placement?</p> <p>Insert name client:</p> <p>.. Yes</p> <p>.. No</p> <p>.. N/A</p> <p>Should any other child or young person be moved to another placement?</p> <p>Insert name of child or young person:</p> <p>.. Yes</p> <p>.. No</p> <p>.. N/A</p> <p>Rationale:</p>

Section five: Outcome of reportable conduct initial response			
Recommendation:	<ul style="list-style-type: none"> .. No further action .. Concerns to be managed via support and supervision .. Formal care review .. Commence investigation 		
Rationale:			
<p>If the allegation is to be investigated, what are the primary issues and considerations to be covered by the investigation and how will they be managed?</p>			
<p>Are there any other key decisions or recommendations made by the meeting and how will they be actioned?</p>			
Section six: Actions to be undertaken			
1	Has the client [victim] been informed of the concerns and action to be taken?	<ul style="list-style-type: none"> .. Yes .. No Date:	Who will undertake this task and provide ongoing liaison and support to child/young person?
2	Have the client's [victim] parents been informed of the concerns and action to be taken?	<ul style="list-style-type: none"> .. Yes .. No Date:	Who will undertake this task and provide ongoing liaison and support to parents?
3	Will the carer(s) be interviewed?	<ul style="list-style-type: none"> .. Yes .. No Date:	If yes, who will undertake this task and when? If no, provide rationale.
4	Has the carer(s) been informed of the concerns and action to be taken?	<ul style="list-style-type: none"> .. Yes .. No Date:	Who will undertake this task and provide ongoing liaison and support to carer(s)?
5	Will the client be interviewed?	<ul style="list-style-type: none"> .. Yes .. No Date:	If yes, who will undertake this task and when? If no, provide rationale.
6	Has a report been made to police? <i>The police must be notified if there are concerns that a criminal offence has been committed</i>	<ul style="list-style-type: none"> .. Yes .. No Date:	If yes, who will liaise with police throughout the investigation? If no, provide rationale.
7	If client is Aboriginal, is an appropriate person available to	<ul style="list-style-type: none"> .. Yes .. No 	Who has/will undertake this task?

	provide cultural support?	<p>.. Not applicable</p> <p>Date:</p>	
8	Did the client require a medical assessment?	<p>.. Yes</p> <p>.. No</p> <p>Date:</p>	If yes, provide a summary of assessment.
9	<p>Will the investigation planning group reconvene?</p> <p>.. Yes</p> <p>.. No</p> <p>If no, why not?</p>		
10	If yes, when will this occur and for what purpose?		
Section seven: Signatories			
Name:		Signature:	
Date:		Position: Manager	
Name:		Signature:	
Date:		Position: General Manager, NSW Services:	