

Quick links to forms

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NSW Relevant employment proceedings notification & summary

**Employer details:**

NOTE: If you have trouble completing this form online, you can [print and complete it manually](#).

\* Employer name:

\* Employer ID:

Address Address Line 1\*

Address Line 2

Suburb/Town  State  Postcode  Country

\* Phone:

Fax:

Contact person details: Contact person\*  Contact email\*  Contact position\*

Date of completion of relevant employment proceedings \*

Is the individual below currently an employee? \*

Yes  No

**Employee details:**

\* Name(s): First name  Middle name(s)  Last name

If the employee has used a different name in the past (e.g. maiden name or alias) please click "Add name" to name they went by.

\* Gender:  Male  Female.

\* Date of birth:

\* Place of birth:

\* Position title:

Was the person related to any victim(s)? \*

Yes  No

Was the person a stranger to any victim(s)? \*

Yes  No

**Victims**

\* Information on the victim: **SEE ATTACHED LIST**

\* Age at time of incident(s)

\* Gender:

Male  Female

\* Did you conduct an investigation?:

Yes  No

Did the child require any service directly as a result of the incident(s)? \*

Yes  No

\* Information on the episode: **SEE LIST OF CHARGES**

Date of incident \*

Provide date this matter was first reported to employer?

What was the nature of the episode(s)? \*

--

Place(s) where the episode(s) occurred, \*

--


Were any of the places a public place or institution? \*

Yes  No

**\* Information on the investigation:** **POLICE INVESTIGATION**

List all persons interviewed, the title of their position, and the date(s) of the interview(s) held with them.

Persons interviewed:

Person *	Title of position *	Interview date *	
			

 **Add another person**

**\* Outcome of the investigation:**

Were the allegations sustained? \*

Yes - this matter will be recorded as a Category 1 notification

No - complete the next question:

Did you find some evidence that the conduct occurred?

Yes - this matter will be recorded as a Category 2 notification; proceed to complete this form

You may add information here if you think the Commission should review the notification to Category 1

No - do not notify this conduct.

**\* Type of conduct for notification:**

Type of conduct for notification (tick all that apply). You must pick one of the following boxes for the behavior.

- Sexual offence/assault
- Sexual misconduct
- Physical assault
- Neglect of a child
- Psychological harm to a child

- Child pornography offence or misconduct
- Act of violence in presence of a child

If you cannot tick a box the conduct is not reportable. Further information is available online Worki Employer Guidelines [Fact sheet 4](#).

Are you required to report your findings to the NSW Ombudsman? \*

- Yes
- No

You need to report your finding to the Ombudsman if you are covered by Part 3A of the *Ombudsm*.

Add another victim

**Certification:**

**CRIC HOWARD TRELOR**

I certify that  has been the subject of relevant employment proceedings and that I have the authority to submit these details to the NSW Commission for Children and Young People for background checking purposes under the *Commission for Children and Young People Act 1998*. I have advised the employee of this notification using the Relevant Employment Proceedings Employee Advisory Letter.

My name **J L WEEKS**

My position **HEADMASTER**

Confirm & Print



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**What should I do next?**

Once you have completed your details, be sign the printed form and provide the signe also wish to retain a copy for your records.

**NOTE:** Send this form to the Commission f other person or organisation.

Print this form and complete it manually