



RELEVANT EMPLOYMENT PROCEEDINGS NOTIFICATION AND SUMMARY

An easier way? Complete this form online at check.kids.nsw.gov.au

Employer Details:

Name: _____

ID: _____

Address:

Address Line 1: _____

Address Line 2: _____

Suburb/Town: _____ State: _____ Postcode: _____

Country: _____

Contact:

Phone: _____ Fax: _____

Contact Person:

Name: _____ Position: _____

Email: _____

Date of completion of relevant employment proceedings: _____

Is the individual below currently an employee?: _____

Employee Details:

Name:

Family name: _____

First name: _____ Other given name(s): _____

Date of birth: _____ Gender: _____

Place of birth:

Suburb/Town: _____ State: _____

Country: _____

Position: _____

Was the person related to any victim(s)?: _____

Was the person a stranger to any victim(s)?: _____

Victims:

Information on the Victim:

Age at time of incident(s): _____

Gender: _____

Did you conduct an investigation?: _____

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

Information on the Episode:

Date of incident: _____

Provide date this matter was first reported to employer?: _____

Date this matter was first reported to employer: _____

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

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?: _____

Information on the Investigation:

Persons interviewed

Person: _____

Position Title: _____

Interview Date: _____

Person: _____

Position Title: _____

Interview Date: _____

Person: _____

Position Title: _____

Interview Date: _____

Person: _____

Position Title: _____

Interview Date: _____

Person: _____

Position Title: _____

Interview Date: _____

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
- No - do not notify this conduct.

Added information for the Commission to review to Category 1:

Type of Conduct for Notification:

- 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

Are you required to report your findings to the NSW Ombudsman?: _____

Certification:

I certify that _____ (name) 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 Details:

My name: _____ **My position:** _____

Signature: _____

Date: _____

What should I do next?

Once you have completed your details, you will need to sign the printed form and provide the signed form to the NSW Commission for Children and Young People. You may also wish to retain a copy for your records.

NOTE: Send this form to the Commission for Children and Young People. Do not give the completed form to any other person or organisation.

Commission for Children and Young People
FAX - 9286 7201, EMAIL - check@kids.nsw.gov.au