

Employing authority notifications

GUIDELINES

The Queensland College of Teachers (the QCT) is established under the *Education (Queensland College of Teachers) Act 2005* (the Act) as the agency responsible for the regulation of the teaching profession in Queensland. The Act confers on the QCT functions about the registration of teachers in Queensland and related matters such as taking disciplinary action against approved teachers and monitoring and enforcing compliance with the Act.

Employing authorities are required to notify the QCT of particular investigations, and dismissals under sections 76, 77 and 78 of the Act. An employing authority for a prescribed school means the person or entity responsible for the appointment of teachers to the educational staff of the school.

Information and brief questionnaire as to whether you are required to make a notification to the QCT is available on the *Employing Authority Notifications Information Sheet*.

COMMENCEMENT OF CONDUCT INVESTIGATIONS s76	CONCLUSION OF CONDUCT INVESTIGATIONS s77	COMPETENCE NOTIFICATIONS s78
<p>The employing authority must notify the QCT when it starts to investigate an allegation of harm caused, or likely caused, to a child because of the conduct of a relevant teacher of the prescribed school.</p>	<p>If the employing authority for a prescribed school starts an investigation as detailed in section 76. The employing authority must, as soon as practicable after the investigation ends for any reason, give notice to the QCT of the outcome of investigation.</p>	<p>The employing authority must notify the QCT within 14 days if the employing authority has dismissed a relevant teacher in circumstances that, in the opinion of the employing authority, call into question the teacher's competency to be employed as a teacher and a notice is not required to be given under sections s76 and s77.</p>
<p>A NOTICE SHOULD INCLUDE THE FOLLOWING INFORMATION IF AVAILABLE</p>		
<p>Employing authority details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the employing authority <input type="checkbox"/> Address <input type="checkbox"/> Contact person <input type="checkbox"/> Contact details, including phone, email and fax <p>School details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the prescribed school <input type="checkbox"/> Address <input type="checkbox"/> Contact person <input type="checkbox"/> Contact details, including phone, email and fax <p>Teacher details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the relevant teacher <input type="checkbox"/> Address <input type="checkbox"/> Teacher registration number <input type="checkbox"/> Contact details, including phone, email and fax 	<p>Employing authority details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the employing authority <input type="checkbox"/> Address <input type="checkbox"/> Contact person <input type="checkbox"/> Contact details, including phone, email and fax <p>School details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the prescribed school <input type="checkbox"/> Address <input type="checkbox"/> Contact person <input type="checkbox"/> Contact details, including phone, email and fax <p>Teacher details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the relevant teacher <input type="checkbox"/> Address <input type="checkbox"/> Teacher registration number <input type="checkbox"/> Contact details, including phone, email and fax 	<p>Employing authority details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the employing authority <input type="checkbox"/> Address <input type="checkbox"/> Contact person <input type="checkbox"/> Contact details, including phone, email and fax <p>School details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the prescribed school <input type="checkbox"/> Address <input type="checkbox"/> Contact person <input type="checkbox"/> Contact details, including phone, email and fax <p>Teacher details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the relevant teacher <input type="checkbox"/> Address <input type="checkbox"/> Teacher registration number <input type="checkbox"/> Contact details, including phone, email and fax

COMMENCEMENT OF CONDUCT INVESTIGATIONS s76	CONCLUSION OF CONDUCT INVESTIGATIONS s77	COMPETENCE NOTIFICATIONS s78
<p>Allegation/s</p> <ul style="list-style-type: none"> <input type="checkbox"/> The allegation/s <input type="checkbox"/> The particulars of the allegation/s <p>Relevant information – Investigation details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of the complaint or referral <input type="checkbox"/> Advice as to whether other authorities have been notified, what action was taken by the authority and relevant contact person details if known, e.g. Queensland Police Service, Department of Child Safety, Crime and Misconduct Commission <input type="checkbox"/> The day the investigation started and the terms of reference for the investigation <p>Other relevant information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of any other relevant documents/ evidence relevant to the matter <input type="checkbox"/> Type of employment including end date where applicable e.g. permanent, contract expires (date) <input type="checkbox"/> Relevant disciplinary history <input type="checkbox"/> Current employment status, e.g. stood down, suspended, transferred to non-teaching duties, no action taken <input type="checkbox"/> Information to assist the QCT to determine whether the teacher poses an unacceptable risk of harm to children <p>Investigation start date</p> <ul style="list-style-type: none"> <input type="checkbox"/> Date investigation commenced 	<p>Allegation/s</p> <ul style="list-style-type: none"> <input type="checkbox"/> The allegation/s <input type="checkbox"/> The particulars of the allegation/s <p>Relevant information – Investigation details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of the complaint or referral <input type="checkbox"/> Advice as to whether other authorities have been notified, what action was taken by the authority and relevant contact person details if known, e.g. Queensland Police Service, Department of Child Safety, Crime and Misconduct Commission <input type="checkbox"/> The day the investigation started and ended and the terms of reference for the investigation <input type="checkbox"/> Copy of the full/completed investigation report <input type="checkbox"/> Any relevant policies, e.g. the school's student protection policy <input type="checkbox"/> Copies of all evidence gathered including but not limited to:- <input type="checkbox"/> Names and contact details of all witnesses, including date of birth for any student witnesses <input type="checkbox"/> A statement as to what other evidence is available, e.g. computer files, gifts, etc <p>Other relevant information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of any other relevant documents/ evidence relevant to the matter <input type="checkbox"/> Type of employment including end date where applicable e.g. permanent, contract expires (date) <input type="checkbox"/> Any relevant disciplinary history <input type="checkbox"/> Current employment status, e.g. stood down, suspended, transferred to non-teaching duties, no action taken <input type="checkbox"/> Information to assist the QCT to determine whether the teacher poses an unacceptable risk of harm to children <p>Investigation start date</p> <ul style="list-style-type: none"> <input type="checkbox"/> Date investigation commenced 	<p>Reasons for dismissal</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of the documentation outlining reasons given by employing authority for the dismissal <p>Dismissal date</p> <ul style="list-style-type: none"> <input type="checkbox"/> Date notice of dismissal was given to teacher <input type="checkbox"/> Date the teacher's dismissal took effect

Should you have any question or require assistance contact the QCT on (07) 3377 4777.

Forward notifications and any relevant attachments to: **The Principal Investigator**
Email: professionalconductunit@qct.edu.au

Contact us

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