

GUIDELINES FOR EMPLOYING AUTHORITY NOTIFICATIONS

Advising the Queensland College of Teachers under s76, s77 & s78 of the *Education (Queensland College of Teachers) Act 2005*

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***.

INVESTIGATIONS S76	INVESTIGATION ENDED S77	OTHER DISMISALS S78
The employing authority must notify the QCT when the employing authority investigates an allegation of harm caused, or likely caused, to a child because of the conduct of a relevant teacher of the prescribed school	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 the investigation.	The employing authority must notify the QCT 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 76 and 77.
A NOTICE MAY INCLUDE THE FOLLOWING INFORMATION IF AVAILABLE		
Employing authority details <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	Employing authority details <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	Employing authority details <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
School details <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	School details <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	School details <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
Teacher details <input type="checkbox"/> Name of the relevant teacher <input type="checkbox"/> Address <input type="checkbox"/> Teacher registration number	Teacher details <input type="checkbox"/> Name of the relevant teacher <input type="checkbox"/> Address <input type="checkbox"/> Teacher registration number	Teacher details <input type="checkbox"/> Name of the relevant teacher <input type="checkbox"/> Address <input type="checkbox"/> Teacher registration number

GUIDELINES FOR EMPLOYING AUTHORITY NOTIFICATIONS (CONT.)

INVESTIGATIONS S76	INVESTIGATION ENDED S77	OTHER DISMISSALS S78
<input type="checkbox"/> Contact details, including phone, email and fax	<input type="checkbox"/> Contact details, including phone, email and fax	<input type="checkbox"/> Contact details, including phone, email and fax
Allegation/s <input type="checkbox"/> The allegation/s <input type="checkbox"/> The particulars of the allegation/s	Allegation/s <input type="checkbox"/> The allegation/s <input type="checkbox"/> The particulars of the allegation/s	Reasons for dismissal <input type="checkbox"/> Copy of the documentation outlining reasons given by employing authority for the dismissal
Relevant information – Investigation details <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.	Relevant information – Investigation details <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 investigation report <input type="checkbox"/> Any relevant policies, e.g. the school's student protection policy <input type="checkbox"/> Copies of all signed statements, record of interview/s and other evidence <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...	
Other relevant information <input type="checkbox"/> Copy of any other relevant documents/ evidence relevant to the matter <input type="checkbox"/> Any documented evidence of a pattern of behaviour or history of similar allegations <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 imminent risk of harm to children and whether it may be necessary to immediately suspend the teacher's registration or permission to teach to protect children	Other relevant information <input type="checkbox"/> Copy of the disciplinary correspondence including any submissions by the relevant teacher <input type="checkbox"/> the findings made by the employing authority <input type="checkbox"/> the outcome of the investigation and any reasons for the outcome <input type="checkbox"/> the employing authority's decision and the reasons for the decision <input type="checkbox"/> Copy of the final penalty letter, letter of termination or other documentation <input type="checkbox"/> Any documented evidence of a pattern of behaviour or history of similar allegations	
Investigation start date <input type="checkbox"/> Date investigation commenced	Investigation end date <input type="checkbox"/> Date investigation ended	Dismissal date <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 questions or require assistance contact the QCT on (07)33774777

Forward notifications and any relevant attachments to: **Assistant Director
Registration and Professional Conduct
Queensland College of Teachers
PO Box 389
TOOWONG Q 4066**

