

# Reportable allegations on the Residential Care Workers Register

1.2.0.0

Prescribed bodies can exchange information under Chapter 16A that is relevant to the safety, welfare and wellbeing of children at any time.

Reportable allegation is received by agency

## Reportable to Children's Guardian

Where allegation requires notification to the Children's Guardian, agency is required to complete and submit details within **7 business days** of the HRE becoming aware of the allegation.

The agency must also add allegation to the RCWR at this time. This must be **approved by HRE** and is then escalated to OCG.

## OCG to action

OCG (RC Directorate) receive notification that allegation has been entered onto RCWR. RCD review the submission details and decide whether the allegation is valid and should appear on the RCWR.

The OCG to select a response on the RCWR to trigger advice on this within 30 days of the allegation being entered onto the RCWR.

## Approve

If RCD approve, the allegation will appear as 'Current'.

If the employee is currently engaged with another agency on the RCWR, an automated alert email will be sent to the other agency advising of the reportable allegation. Your agency should reach out to exchange information as is permitted under Chapter 16A.

## Decline

If RCD decline, an automated email will be sent to the HRE advising of this. The allegation will not appear on the register.

## HRE action

The HRE must make a decision. If the matter is not required to be on the RCWR, the HRE must also Decline this.

Reportable allegation is investigated by the agency and finalised.

## Reportable to Children's Guardian

Agency to provide an update to OCG on the status of the investigation within 30 days of becoming aware of allegation (if not already completed).

## Reportable to Children's Guardian

Once the HRE is satisfied the matter has been concluded, the agency must complete and submit details to the OCG.

## Reportable to Children's Guardian

Agency enter the Finalised outcome within 14 days of finalising. **The HRE must approve this**, and the outcome will then appear on the RCWR.

## OCG to action

RCD review material and follow up with the agency if any further actions are required.