OneSchool Global

Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct

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<tr><td rowspan="2">Policy author
Regional Principal</td><td rowspan="2">Reviewed by:
NSW Business and Compliance Manager</td><td>Endorsed by: OneSchool Global NSW Board on 15/09/2026</td></tr>
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<tr><td>Local Document Code
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XXXXXXX</td><td colspan="2" rowspan="2">Associated documents
Complaint Handling Policy
Child Protection Policy
Whistleblowing Policy
Staff Code of Conduct
Bullying Policy</td></tr>
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1. INTRODUCTION

Complaints regarding allegations of staff misconduct and reportable conduct are managed in a different manner to other complaints received by the School. This is because often these complaints are of a sensitive nature and raise potential privacy and confidentiality issues.

OneSchool Global NSW requires all staff to comply with a Code of Conduct and standards of behaviour. These are intended as a guide to acceptable and unacceptable behaviour and as a tool to assist the prevention of staff misconduct and reportable conduct.

Staff are encouraged to report any breaches of the Code or standards. It is also vitally important that the broader School community reports staff misconduct and reportable conduct to ensure the safety and wellbeing of students.

For its part, the School must comply with legislative reporting obligations. OneSchool Global NSW has a legal obligation to investigate and report to the Office of the Children's Guardian all allegations of reportable conduct made against staff at the School as defined Children's Guardian Act 2019.

2. MAKING A COMPLAINT OR ALLEGATION OF REPORTABLE CONDUCT

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Section 10 Reportable Conduct of the Child Protection Policy outlines the procedures involved for making a complaint or allegation of staff misconduct or reportable conduct. To access this policy, please use the following link.

The purpose of the reference to the link is to ensure accurate policy and procedure version control and to maintain a single source of truth as the standalone Child Protection Policy.

3. MAKING A COMPLAINT OR ALLEGATION OF STAFF MISCONDUCT

Section 6 Raising a Complaint of the Complaint Handling Policy outlines the procedures involved for making a complaint or allegation of staff misconduct. To access this policy, please use the following link.

The purpose of the reference to the link is to ensure accurate policy and procedure version control and to maintain a single source of truth as the standalone Complaint Handling Policy.

4. VERSION CONTROL

Document Code	Date	Version No.	Nature of change
3.6.2.14 POL_NSW_HR_Complaint Handling Procedure for Staff Misconduct and Reportable Conduct.v.1.0	14th May 2020	1.0	Rebranding
3.6.2.14 POL_NSW_HR_Complaint Handling Procedure for Staff Misconduct and Reportable Conduct.v.1.1	9th June 2022	1.1	Review
Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct_V1.2	09/2026	1.2	No legislative or regulatory changes. The document references the Child Protection Policy for reportable conduct procedures and supports NESA's requirement for a publicly available procedure.

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