



ABBOTSLEIGH

Reporting Staff Misconduct

Version 1

Overview

1. Abbotsleigh is committed to nurturing an environment of integrity and compassion where members of the School community are safe, respected and supported.
2. Part of this commitment involves ensuring stakeholders have access to processes that allow for concerns regarding employee misconduct to be managed appropriately.
3. This Guide provides information regarding
 - (a) How to raise a complaint or allegation of staff misconduct or staff reportable conduct
 - (b) How the School will respond complaints or allegations of staff misconduct or staff reportable conduct.
4. This Guide is intended to be read in conjunction with the [Child Protection Policy](#) which is available at the Abbotsleigh website.
5. The Abbotsleigh [Child Protection Policy](#) provides a clear definition of reportable conduct.

Scope

6. This Guide applies to all stakeholders.

Guiding principles

7. When raising a complaint or allegation of staff misconduct or staff reportable conduct a stakeholder can expect to
 - (a) Be treated with courtesy and respect
 - (b) Have their complaint or allegation treated seriously, dealt with impartially and considered on the merits
 - (c) Have their complaint or allegation dealt with in a confidential and timely manner
 - (d) Be kept informed of the progress and outcome of the complaint or allegation management process.
8. The School expects that stakeholders, when raising a complaint or allegation of staff misconduct or staff reportable conduct will
 - (a) Raise the complaint or allegation directly with the Headmistress
 - (b) Provide complete and factual information about the complaint or allegation
 - (c) Act in good faith
 - (d) Be respectful of the need for confidentiality.

How to raise a complaint or allegation of staff misconduct or staff reportable conduct

9. Address the complaint or allegation by email to the Headmistress at headmistress@abbotsleigh.nsw.edu.au or telephone reception to arrange a meeting with the Headmistress in which case reception staff will take your details and note that you wish to raise a complaint or allegation of staff misconduct or staff reportable conduct and confirm a meeting time as soon as practicable.

How the School will respond to a complaint or allegation of staff misconduct or staff reportable conduct

10. The Headmistress will acknowledge receipt of the complaint as soon as practicable (usually within 3 business days).

11. The Headmistress will investigate the allegation or complaint or direct that an investigation be conducted by another person.
12. If the complaint or allegation involves staff reportable conduct, the School will follow the relevant procedures outlined at the School's [Child Protection Policy](#).
13. If the complaint or allegation involves staff misconduct which is not reportable conduct, the School will follow the relevant procedures at the [Grievance Policy – Students, Parents, Visitors](#). A copy of this policy is available at the School's website.

Information management

Document Owner: Senior Leadership Team of Abbotsleigh.

Publication

Student Diary	No	Council	No
Staff Handbook	No	The Shuttle	No
AbbNet	Yes	Other - Website	Yes

Sharing

A decision to share this document with an outside agent is made in consultation with the relevant Senior Leadership Team member. A sharing arrangement is subject to the following conditions: Abbotsleigh must be attributed as the source in any reference or derivative; commercial use is not permitted. Contact the Director of Compliance prior to sharing this document.

Versions

Version 1

This policy is due for review in 2028.