

What notifiable conduct must be reported?

You must notify the VDWC when a disability worker has:

- been intoxicated by alcohol or drugs while working
- engaged in sexual misconduct
- placed, or may place, the public at risk due to an impairment that has, or is likely to, affect their ability to practise
- placed the public at risk of harm because of a significant departure from accepted professional standards.

As a disability service provider or employer, you have a critical role in keeping the sector safe and complying with your legal obligations to report notifiable conduct.

If you're unsure whether your concern is something you can make a mandatory notification about, call us on **1800 497 132** to discuss.

Sign up for alerts when new prohibition orders are issued at **vdwc.vic.gov.au/prohibition-order-updates**.

Stay up to date on the latest news and events from the VDWC by subscribing to our newsletter at **vdwc.vic.gov.au/subscribe**.

Visit our website **vdwc.vic.gov.au**
or call **1800 497 132**

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Know your obligations

Report unsafe conduct by disability workers to the VDWC

Mandatory notifications
information for disability service
providers and employers of
disability workers.

Mandatory notifications alert the Victorian Disability Worker Commission (VDWC) of potential risks to people who use disability services, so we can better prevent and protect people with disability from harm.

The *Disability Service Safeguards Act 2018* legally requires all disability service providers, employers and workers in Victoria to report conduct by disability workers that may put the people they support at risk. This is a mandatory notification.

Regardless of who funds the disability service or worker, or if you have raised the concern elsewhere, you must notify the VDWC.

Notifying the VDWC does not change any other reporting requirements or obligations such as to the NDIS Quality and Safeguards Commission. Notifying the VDWC is about minimising risk to people with disability and ensuring compliance with legal obligations.

**Help build a
safer, stronger,
disability sector**

When must I notify?

As soon as you 'reasonably believe' the incident or conduct occurred or risk exists.

For example, if you have direct knowledge or a report from a reliable source.

It's important to provide us with as much detail as possible when making a notification.

How to make a mandatory notification

The simplest way to make a notification is through the VDWC website: **vdwc.vic.gov.au/notifications**, by calling **1800 497 132** or in person.

You will be asked to provide the following information:

- details of the person with disability
- what the conduct involved
- name of the disability worker involved
- if there were other people present
- other details such as the place, time and date where the notifiable conduct took place.

You may have documents to support your notification such as an incident report or investigation report, which can be provided with your notification.

What actions are taken when a mandatory notification is made?

The VDWC can take a range of actions in response to a notification. These include:

- counselling the disability worker on the subject of the notification
- referring it to an appropriate entity
- requiring a registered disability worker to undergo a performance assessment or health assessment
- investigating the disability worker
- taking any other appropriate action, such as issuing an interim prohibition order
- taking no further action. This may also involve providing a disability worker with education on the Disability Service Safeguards Code of Conduct.

We will inform the disability worker of our decision.