



Factsheet

Respondents

From time to time, employees or volunteers within Toowoomba Catholic Schools (TCS) may be subject to an investigation into their conduct, performance or workplace behaviour. In some cases, allegations are made which, if proven, may result in disciplinary action and/or other corrective action. The person subject to an investigation is referred to as the respondent.

In all investigations, TCS is committed to implementing a process that is thorough, fair, timely and focused on resolution for all parties where possible. These processes are detailed in the TCS Investigation guidelines.

When will I be notified of the investigation?

You will generally be notified of the commencement of an investigation through a private conversation with your Principal, manager or supervisor. A private conversation is conducted one-on-one, and you will be provided with general information as to the nature of the allegations and given the opportunity to ask questions about the investigation process.

After the private conversation, you will be provided with the specific details of the allegations in due course, usually in the form of a letter. This letter will detail the allegations and who is conducting the investigation. The letter will also specify which TCS policies, procedures and guidelines apply, and will set out the next steps in the process.

In some circumstances, you will receive the letter during the private conversation. This will depend on a number of factors, including the nature of the allegations and the information to hand at that time.

Do I continue to work during the investigation?

In most circumstances, TCS employees and volunteers will continue in their roles during the investigation process. In some circumstances, for example where the allegations are very serious or where there is a concern that the investigation process may be compromised by the respondent remaining in their role, employees and volunteers will be suspended from duty while the investigation is conducted. TCS employees will continue to be paid during the period of suspension.

Do I have the opportunity to respond to the allegations?

TCS is committed to the principles of natural justice, which includes ensuring the investigator(s) are unbiased in the process, and that the respondent has an opportunity to respond to the allegations before any decision is made regarding an outcome.

Usually the letter particularising the allegations will set a date and time where you will be required to participate in an interview to provide your response. In some circumstances, you may be required to provide a written response to the allegations or may elect to do so as well as participating in the interview.

What happens in the interview?

Investigation interviews are conducted on a confidential basis on a date, time and location that is suitable to all parties. At the commencement of the interview, the investigator will explain the interview process and any other relevant information.

The purpose of the interview is to obtain your version of events in relation to the particularised allegation(s), in as much detail as possible. You may be asked a number of questions to clarify information and will have the opportunity to ask questions of the investigator. You are encouraged to speak openly and honestly, and to answer all questions to the best of your ability.

The interview is audio recorded to ensure everything that is discussed is accurately captured. Interview recordings and transcripts are stored confidentially, and you are able to access a copy of the interview recording if requested.

