Professional Conduct Complaint Form

Section 49 of the *Teacher Registration (Northern Territory) Act*

HOW DO I LODGE A COMPLAINT WITH THE BOARD?

This form should be used to lodge a complaint against a registered teacher or person authorised to teach by the Teacher Registration Board of the Northern Territory **(the Board)** in the Northern Territory. The information you provide in this form will be submitted to the Board.

Please attempt to complete all questions in this form to provide the Board with enough information to decide if disciplinary action is warranted. If you would like to complain about more than one registered teacher, please complete a separate form for each individual teacher.

WHAT CAN I COMPLAIN ABOUT?

The Board can investigate complaints about the professional conduct of a teacher acting in their capacity as a teacher.

Please do not complete this form. If your complaint refers to an employee of the Northern Territory Department of Education, Northern Territory Christian Schools, the Association of Independent Schools of the Northern Territory or the Northern Territory Catholic Education Office and who is not a teacher, the Board is unable to assist you.

WHAT DOES THE ACT SAY?

The Board is responsible for administering the *Teacher Registration (Northern Territory) Act 2004* ("the Act"). Section 49 of the Act relates to complaints and states that *"a person may, in writing, complain to the Board about the professional conduct of a teacher or authorised person."* The Board may do anything to inform itself in deciding whether to accept a complaint. A copy of the Act can be viewed at: https://legislation.nt.gov.au.

CAN I GET INTO TROUBLE FOR MAKING A COMPLAINT?

Section 76A of the Act states that a person cannot be civilly or criminally liable for giving information to the Board **if** that person is acting in **good faith.**

CAN THE BOARD DISMISS MY COMPLAINT?

Yes. The Board may dismiss a complaint without taking further action if it considers that:

- the complaint is frivolous or vexatious; or
- the complaint does not relate to the professional conduct of a teacher or authorised person; or
- it would be more appropriate for the complaint to be dealt with by another person.

A frivolous complaint is one which cannot possibly be made out, is manifestly groundless, or one that relates to a paltry or trifling matter. A vexatious complaint is one which is made only for the purpose of annoying or embarrassing the person against whom it is made or some other collateral purpose, or is obviously untenable or groundless.

WHAT DO I NEED TO PROVIDE?

In addition to submitting this completed complaint form you may provide any supporting documentation or evidence you believe is relevant to the Board in its consideration of your complaint.

Your name and copies of the complaint form and any documents you provide to the Board may be provided to the teacher you are complaining about.

WHAT HAPPENS NEXT?

1. You will receive acknowledgement that your correspondence has been received.
2. Your complaint will be acknowledged by the office and assessed by the Board.
3. The Board will determine how to progress the complaint. The Board may dismiss the complaint or it may commence a Preliminary Investigation or Inquiry.

ANY QUESTIONS?

If you have any questions or require assistance in completing this form, please contact the **Professional Conduct Unit on 8944 9331 or email trbprofconduct@trb.nt.gov.au.**

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The following questions should be used as a guide to help you determine whether or not your complaint is a relevant complaint for the Teacher Registration Board NT (the Board) to deal with under the *Teacher Registration (Northern Territory) Act 2004*. The Board can only accept complaints relating to the professional conduct of a teacher in their role as a teacher.

1. **Does the complaint relate to an administrative matter, e.g. issues about school uniforms or the application of a policy including curriculum?**

   ☐ Yes ☐ No If yes, you should direct your issues to the school or employing authority.

2. **Does your complaint concern employee performance e.g. allegations about a teacher's management and/or performance as an employee?**

   ☐ Yes ☐ No If yes, you should direct your issues to the school or employing authority.

3. **Does your complaint relate to a Family Court or child safety matter between a teacher and his/her own children?**

   ☐ Yes ☐ No If yes, you should report your concerns to a relevant authority such as the Northern Territory Police or the Department of Children and Families or seek independent legal advice.

4. **Does your complaint involve criminal activity?**

   ☐ Yes ☐ No If yes, and you have not already done so you should also refer your concerns to the Northern Territory Police. (Note: Pursuant to section 66C of the *Teacher Registration (Northern Territory) Act 2004* there are arrangements between the Board and the Northern Territory Police for the sharing of information.)

5. **Does your complaint raise concerns that the teacher is not suitable to teach? i.e. has the teacher's professional conduct as a teacher come into question? Has the teacher acted or behaved inappropriately while acting in their capacity as a teacher?**

   ☐ Yes ☐ No If yes, the Board may accept this as a complaint under section 49 of the Act

The Complaint Form will help you provide the Board with information to assess your complaint and determine what action can be taken. Please complete all the questions on this form.

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To	**Teacher Registration Board of the Northern Territory**

By post

Director
Teacher Registration Board NT
GPO Box 1675
Darwin NT 0801

By email

Director

trbprofconduct@trb.nt.gov.au

YOUR DETAILS

Title: **First Name:** **Last Name:**

Address:

Email: **Mobile:**

Telephone: (Home) **Telephone: (Work)**

Please state in what capacity you are making the complaint:
e.g. student, former student, parent, guardian, teacher, colleague, other (please specify)

Special Needs: (Please advise us if you have any special needs that you think we should be aware of)

Signature: **Date:** / /

Print Name:

DETAILS OF THE TEACHER YOU ARE COMPLAINING ABOUT

Teacher's Full Name (if known):

Teacher's registration number (if known):

School/workplace name:

School/workplace address:

School/workplace telephone no. (if known):

DETAILS OF THE COMPLAINT

In the space below please outline your complaint, providing full details including:

- The date/s on which the action giving rise to the complaint occurred;
- What your particular complaint is about and why you believe disciplinary action should be taken against the teacher;
- Full details of the complaint (e.g. what happened, where it happened and to whom it happened)

If you do not have enough space below, please attach a separate sheet

FURTHER INFORMATION

Investigation by the employer:
If you have referred this complaint to the teacher's employer (e.g. the school or its council/board) what was the outcome of the complaint? ***If you have not referred this complaint to the employer, what are your reasons for not doing so?***

Referral to other persons or agency:
If you have referred this complaint to another person or agency (e.g. the NT Police, Department of Children and Families), what was the outcome of the complaint? ***Please attach copies of relevant documents.***

Witnesses:
If any other person can provide information about the complaint, please provide their names, contact details and what information they may be able to provide. The most important persons will be the student/s involved and anyone who witnessed the alleged incident/s. Please try to obtain witness approval before naming them below.

Documents/other evidence:
Attach copies of any documents or other evidence relevant to your complaint (e.g. letter, photographs, statements from witnesses or other people).

- ***If you provide documents from witnesses or documents that were provided to you by other relevant people please try to obtain their approval before providing them.***
- ***If you provide information from witnesses or other relevant people please provide their contact details.***
- ***Alternatively you may provide details of who has access to relevant information, what the information is and how they can be contacted.***

DECLARATION

☐ I understand that the teacher will be notified of the complaint and will be made aware of my name and the details of the complaint, if the Board accepts the complaint

☐ I understand that the Teacher Registration Board of the Northern Territory may provide a copy of all the information that is received about a teacher to him or her in accordance with procedural fairness requirements and/or the *Information Act*.

☐ To the best of my knowledge all the information I am providing is true and accurate.

Please sign your Declaration

Signature: _____ Date: _____/_____/ _____

Full Name: