

**213A
EDU**

I01 Notification of Incident

Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your [Regulatory Authority](#) for assistance.

Notification of Incident

Provider

Provider Name	Australian Sports Commission
Provider Number	PR-00005804
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	AIS Caretaker's Cottage Child Care Centre
Service Approval Number	SE-00009746
Service Approval Status	Approved

Incident Details

Incident Type	Reg 175-An allegation of physical or sexual abuse of a child or children at the service (other than an allegation raised as a formal complaint)
Please supply the following information: -Detailed description of the incident including nature of risk, cause etc -Detailed description of impact on the operation of the service -Involvement of emergency services or other authorities (if relevant) -Action taken by Approved Provider to manage the risk -Any other relevant information	Please see all attached documents Wednesday 30 June 2021, on pick up a parent advised us that their child had reported the previous day that a teacher had hit them. The child did not know the name of the staff member. On Thursday 1 July 2021, the child identified the staff member as a casual (agency) employee. A written account was requested from the family and an investigation is underway. Initial measures were taken to move the staff member to an alternative area for the remainder of her shift, and ensure effective supervision. The agency was requested that she not return to the centre. On receiving the written account, the decision was made to recommend to the agency that no further shifts be given to the staff member pending investigation. Clarification has been sought from the ACT Ombudsman regarding the involvement of parties in the investigation
Incident date	29/06/2021
This notification meets the requirements of the Education & Care Services National Law. You may also be required to notify the incident under your state or territory child protection law.	
Please upload any relevant documentation	

Details about Incident Report by [P01](#)email 30 6 21.pdf

Details about Incident Report by [P01](#)email 30 6 21 email



FW_ Question - Seeking guidance Ombudsman.pdf	email record - Ombudsman
P01 P01 casual checklist WWVP registration.pdf	P01 P01 casual checklist WWVP registration
Incident report timeline - preinvestigation.docx	Incident report timeline preinvestigation
Investigation Plan.docx	investigation plan - draft
RE_ Child Safety Incident 29 6 21 email P01 P01 pdf	Child Safety Incident 29 6 21 email P01
RE_ Details about Incident Report by P01- email response P01P01 30 6 21.pdf	Details about Incident Report by P01- email response P01P01 30 6 21
Re_ Right tick casual employment contract.pdf	right tick employment contract
record of staff 29 6 21.docx	staff record 29 6 21
Risk management prerinvestigation.docx	risk management plan - preinvestigation
roster details 29 June 2021.docx	roster details 29 6 21

Child Details

Child's Name
Child's Gender
Child's Date of Birth
Parent(s)/Guardians(s) Name
Parent's Email
Parent(s)/Guardians(s) Phone

Contact Details

Name	P01P01
Phone Number	P03
Email Address	P0P01