



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	BMA Belconnen Pty Ltd ATF BMA Belconnen Unit Trust
Provider Number	PR-40013290
Provider Approval Status	Approved

Service

Service Legal Entity Name	BMA Belconnen Pty Ltd ATF BMA Belconnen Unit Trust
Service Trading Name	Bright Minds Academy Belconnen
Service Approval Number	SE-40012576
Service Approval Status	Approved

Incident Details

Incident Type	Allegation of sexual or physical abuse
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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

On Friday 2nd May an email was received by Nominated Supervisor P01 from parent P01 P01 p01 with concern that her child P01 had alleged educator p01 p01 had hurt her on the back of the neck.

Email Received:

From: p01 p01 <P03 >

Sent: Thursday, 2 May 2024 11:59 PM

To: Bright Minds Academy Belconnen

<P03 >

Subject: Incident today.

Hi P01. Hope you are well

I actually don't know how to start, tonight when I showing photos/activity in Kinderloop to P01 and out of the sudden she pointed p01 "she said mommy teacher owie (hurt) me on my neck, and she's describing me that she hit on her neck like multiple times.

And when I was talking to my partner when he picking up P01 I heard she's saying "teacher can you sorry me" and my husband respond laugh as he doesn't know. But I know if my P01 hurt if she use that word of saying sorry to her.

To be honest I don't want to accused or anything on behalf of p01 she seemed really nice and kind. But I don't want to take any bad to this scenario. P01 been in BMAB for more than 2 years and never heard this. If you don't mind to ask to have some investigation regards to this before we go ahead and make an action.

I don't want to make this big deal but I want an answered from you about this. She just came back just today as I choose her to stay on my day off instead of pulling her out and this is what gonna happened. I hope this is not serious but I want you to at least check your CCTV camera for my peace of mind.

P01 contacted the parent to discuss on Friday the 3rd of May and informed them that she would investigate the matter. p01 was removed from the roster at this time to allow investigations. A formal stand down letter was then issued from P01 p01 Operations Manager on the 6/5/24, inviting p01 to attend a meeting to discuss this allegation. p01 failed to respond or attend the meeting and remains off the service roster.

CCTV footage of a period between 29/4/24 and 3/5/24 was reviewed during p01's corresponding work hours P01's attendance hours and we were unable to locate anything of concern at this stage.

The investigation is ongoing with educator interviews to be considered as well as discussions with the child as well as P01 (NS) who has been on leave since 4/5/24.

Incident date	3/05/2024
Incident Time	10:10 PM
Location	Unknown
General activity at the time	Unknown
Interaction Type	Child/Adult
Witness full name	None identified
What action is required?	Allegation of sexual or physical abuse
Please upload any relevant documentation	Documents to be submitted later.



Incident Management

Steps that were taken or will be taken to prevent or minimise this type of incident in the future

At this time it is unknown however a focus to be placed on appropriate interactions

Risk due to

Localised issue type

Detailed description of the incident including nature of risk, time, cause, etc.

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

P01 p01

Phone Number

P03

Email Address

P01