



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	Capital Region Community Service Limited
Provider Number	PR-00005807
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Bruce Early Childhood Centre
Service Approval Number	SE-00009754
Service Approval Status	Approved

Incident Details

Incident Type	Reg 175-Any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service
Incident date	12/01/2022
Incident Time	AM
Did Emergency Services attend?	No
Risk due to	Localised Issue
Please upload any relevant documentation	

Incident in preschool room.pdf	Email further to P01 120122 2 notes
P01 1.jpg	Image of child's arm
P01 120122.pdf	Phone call notes - to P01's mother
P01 2.jpg	Image of child's arm (2)
P01 Code of Conduct.pdf	Signed Code of Conduct - P01 (P01) P01
P01 120122 1.pdf	Meeting notes 1
P01 120122 2.pdf	Meeting notes 2 - followed up by email
P01 120122 3.pdf	Meeting notes 3 - P01 and P01 P01

Submitted By: P01 P01 p01



policies read document.pdf Evidence of policies read - P01 P01



Incident Management

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

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

At 9:45am on 13.1.2022 I (P01 P01 p01, Director of Bruce Early Childhood Centre), was advised by P01 P01, of an incident which had occurred the previous afternoon at the centre after I had left, in which another educator managed a situation between two children in a way which she believed was inappropriate for the situation, and which she interpreted as a restrictive practice. P01 described a situation in which P01 P01, a P05, ordinarily working at Bruce Ridge Early Childhood Centre, grabbed a child by her forearm to pull her away from another child, due to her perception that the child was going to tread on the other child's head. P01 described the child's arm as having a slight red mark, which she had photographed, and which she later sent to me. She indicated that the redness faded quickly after a cold compress had been applied. She had not written an incident report regarding the incident at the time, although she had made notes. I requested that P01 write an incident report immediately and began steps to contact P01 P01 at our People and Culture team, and p01 p01, the Executive Manager of Education and Care Programs. At this time, P01 was working in the Toddler room under supervision of other educators, until she commenced her lunch break, following which she had a scheduled organisational induction at 2pm, a meeting with P01 P01 and myself at 3pm, and a meeting with myself at 3:30pm to discuss this situation.

I then followed up with the parent of the child whose arm had been held, and let her know that an incident report was available regarding the incident which had occurred the previous day, confirming that action was being taken, such action to include a notification to the Children's Education and Care Assurance, and contact with the Senior Practitioner's office, as well as internal action.

When I met with P01 at 3:30pm, she provided a very different version of events, in which she described the child as actively standing on the other child's head while the other child screamed, and felt that her actions were appropriate, as she felt she needed to act immediately to protect the other child. During this conversation she stated that she had read and understood our policy, and that she had done some training around restrictive practices, 'about two months ago'. After some discussion she acknowledged that there were potentially other courses of action. I note that there is a degree of difference between the two accounts of what has occurred. P01 requested a day of leave on Friday 14 January, stating that she didn't feel that she could work with the children while she is feeling upset by the conversation and I informed her that we would prefer to ensure that she has undergone online training regarding restrictive practices, (via the Senior Practitioner's office - linked here:

<https://www.communityservices.act.gov.au/quality-complaints-and-regulation/office-of-the-senior-practitioner>) and reviewed the policy, both to occur with the supervision/involvement of myself in the absence of her manager, before she returns to work directly with the children, as a measure to ensure that she fully understands the requirements and expectations of her role. She agreed to come to Bruce for this training at 8am on 14.1.2022 but did not attend. As she requested personal leave for the remainder of the day, we have not yet contacted her, and plan to meet with her on Monday 17.1.2022 over Microsoft Teams, before she works directly with children, where a decision based on this situation, will be presented to her.

A report on our EBMS system will be lodged, in which further action will be noted, considering the situation, any further information, and the decision made by Capital Region Community Services in regard to P01's ongoing employment/continued probationary period.



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 p01

Phone Number

P03

Email Address