



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 Ridge Early Childhood Centre
Service Approval Number	SE-00009755
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	15/12/2022
Incident Time	AM
Did Emergency Services attend?	No
Risk due to	Localised Issue
Please upload any relevant documentation	

Investigation Letter 151222.pdf P01	Notification of investigation to P01
Meeting notes 151222.pdf P01	Meeting Notes P01
Meeting notes 151222.pdf P01	Meeting notes 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.

I have today received a complaint from an educator, **P01P01**, that another educator, **P0P01**, dragged a child in attendance at Bruce Ridge Early Childhood Centre, by his arm to a table in order to seat him to put his shoes on, during the afternoon of 14/12/22. This complaint was initially made to the director, **P01 P01**, who reported this directly to me. I then received a further complaint from a second educator, **P01P01**, after she had separately raised a concern about **P01**'s behaviour on Monday 12/12/22, to **P01P01**, who she works directly with. **P01P01** advised her to speak to the centre director about this, but instead I took her report directly. This allegation is that on Monday **P01** yelled at a child in her care at least three times during a short period of time after 4:00pm but before 4:30pm.

To summarise the complaints:

1. On Wednesday 14/12/22 at approximately 3:00pm **P01** took a child by the arm and dragged him, using a restrictive practice to bring him to the table to put on his shoes;
2. On Monday 12/12/22 at approximately 4:00pm **P01** yelled at a different child three times.

I will be making a notification to the ACT Senior Practitioner's Office later today regarding these allegations and have commenced an investigation into the matter on the advice of **P01 P01**, our CEO, in the absence of **P01 P01**, our Senior Manager of People and Culture. My Executive Manager, **P01 P01**, has also been consulted and notified about this allegation and will be conducting the investigation with me moving forward.

To manage the risk in the immediate short term, **P01** has been removed from working directly with children and placed on other duties within the centre, and has been scheduled for an investigation meeting at 3:00pm on Friday 16/12/22 for an interview. A decision will be made following our investigation whether to conduct further interviews or to finalise our findings, and appropriate action will then be determined and taken.

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

P03

Submitted By: **P01 P01 P01**



ACT
Government
Education

Notification Number: **NOT-40804506**
Date generated: 15/12/2022