

From: p01 <P03>
Sent: Sunday, February 4, 2024 10:37 PM
To: EDU Complaints CECA <ComplaintsCECA@act.gov.au>
Subject: Complaint regarding incorrect documents submitted for CGS Northside



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Hello,

It has come to my attention that incorrect documents were provided to CECA during an assessment of an incident at Canberra Grammar School Northside Campus on 9 March 2023.

The incorrect documents include:

1. Staff involved in transport/excursion staffing and incident report:
 - I do not believe this incident report was sighted or signed by the affected child's parents. I was instructed to write a shorter, factual account in the incident reporting system for the parents to read and sign after 14 March (I do not recall the exact date).
 - I should not be listed as a witness as I was not actively supervising during the disembarkation (I was parking my car and signing the staffing register at the entrance). If I am to be included in the list of witnesses, then the Northside Receptionist should also be listed as she told me (on a later date) she addressed the children when they got off the bus. I was not there, so I do not have first-hand knowledge of what she said, only what she repeated to me after the incident.
 - The corrective action states "Class rolls at the start of breaks finishing or at the swap over of duties" - I'm not sure exactly what this means, but it is standard practice to count the children and check the number on the roll before handing them over to the next teacher, but not when there is a change in assistant - the children were not handed over to me, so they were not counted to be handed over to me. It is not standard practice to count children at a change of duties when playing outside as there are approximately 70 additional children in the outdoor area. Nevertheless, ratios are maintained by staff directly communicating with each other when replacing each other on duty. I did this on the day of the incident by doing a partial headcount with the Director of CGS Care to ascertain the location of all of the children when I came on duty following the conclusion of my lunch break and distributing the children's water bottles.
2. Staff working directly with children WWVP cards and attendance register:
 - This document is not the standard roster, it appears to be a hybrid of the duty roster, excursion roster and CGS Care roster. It is incorrect. I did not do the 'Northside sunscreening' from 1:15-1:30 pm - I believe I signed the staffing register at 1:16 pm and proceeded to drop my bag at my desk in the Pre-Kindergarten classroom when P01 said he was staying to look after the children and I said they needed to put on sunscreen before going outside to eat. I left the classroom to continue my lunch break which had started at 1:00 pm. My understanding is P01 and the Pre-Kindergarten assistant supervised the sunscreening. At 1:26 pm, the Pre-Kindergarten assistant joined me in the lunch room (I recall looking at my watch because I thought I was running late and it was already 1:30 pm). I stayed with the Pre-Kindergarten assistant until 1:30 pm and then returned to the classroom to find unsupervised children in the room attempting to retrieve their water bottles from their excursion drawstring bags. After shuttling the remaining children's water bottles from their bags in

the classroom to the outside eating area, I told the CGS Care assistant I needed to get something from my car. After returning from my car, I then did the partial headcount as explained in the previous dot point. I was therefore not actively supervising outside until approximately 1:40 pm.

- I do not work for CGS Care so I should not be listed as actively supervising from 3:00-5:00 pm. I believe I left the Northside Campus after 5:30 pm on this date and I was not the Responsible Person on this date.
3. CGS Excursion Risk Assessment: The only staff onsite who had access to the QKids roll marking system were the Pre-Kindergarten assistant, CGS Care Staff and the Director of CGS Care. I did not have access to the Northside QKids system and was told I would not get access when I requested it during the previous year (2022). I therefore could not mark the roll on the QKids system. Normal practice was I would count the children and the Pre-Kindergarten assistant would check the numbers and names on the QKids system because she had access and I didn't.
 4. Meeting minutes – 20230309: P01 did not stay until all staff breaks were covered - he left during the Pre-Kindergarten Assistant's lunch break. It is normal practice to count the children when they are sitting while eating. It appears P01 the CGS Care Assistant and the Director of CGS Care did not do this while they were supervising the start of eating. When I went out on duty, I did a partial headcount because I was concerned the children who had finished eating were not being actively supervised - the CGS Care staff member and the Director of CGS Care were with the children in the eating area.
 5. Record of interview 10 March 2023:
 - This document is not an accurate record of the interview as it omits some questions and my responses to those questions and misconstrues my statement: I did not follow the buses the entire trip from Red Hill to Northside, instead, I followed the buses from Blamey Crescent and into the driveway.
 - The record states 'RSS noted with P01 without blame that not taking rolls and not checking the bus clearly significantly contributed to the incident': I object to this statement as it appears to blame me personally for not marking the roll and not checking the bus. As previously stated, I did not have access to the QKids system and I was not actively supervising at the time of disembarkation. As I have reduced immunity, I could not enter the bus to check it myself and it was agreed I would not enter the bus on excursions to reduce the risk of any infection being passed onto me.
 6. Debrief Northside Staff: These minutes misconstrue my question which should have been 'Did the risk assessment say to mark the roll at the end of the excursion?'. I also asked two other questions and told an anecdotal story which all have been omitted from the minutes. My questions were around whether the report had been made to CECA (no) and who/when would be making the report (that day by P01 P01 and the Director of CGS Care).
 7. Email – XXXX to J Fairburn – Notified Incident NOT-40833020 RE CGS Northside Pre- Kindergarten: The Pre-Kindergarten assistant and I both counted the children at approximately 1:55 pm as they lined up outside of the classroom before transitioning into the classroom. This seems to be missing from the timeline and it is important because it confirms the Pre-Kindergarten assistant and I were the first to notice and report there was a missing child and therefore the staff on the buses had not adequately handed the children over to staff with thorough head counting at each transition (ie bus to building, classroom to outside). The CGS Care staff member and the Director of CGS Care (who I believe was the Responsible Person) had access to the QKids system and should have been able to verify the number of children present and raised the alarm earlier (and before P01 P01 left Northside with the vehicle carrying the child).

I would like CECA to look into my complaint regarding incorrect documents submitted as part of an assessment following an incident.

Kind regards,

P01 p01