



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	Communities@Work
Provider Number	PR-00005824
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Communities@Work Ngunnawal Child Care & Education Centre
Service Approval Number	SE-00009818
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	4/05/2022
Incident Time	AM
Did Emergency Services attend?	No
Risk due to	Localised Issue
Please upload any relevant documentation	No documents supplied



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.

We are unsure about further details or what lead to this interview with P01 P01 however with the limited information we have at this time we have reason to believe that an allegation may have been put through toward a team member at the centre by a parent.

- P01 P01 (Educator of centre) informed P01 P01 (Manager of Centre) at 11:15am 6/6/22 in the centre kitchen that her husband had a phone call from a police officer on Friday 3/6/22 asking to speak with her.

- P01 P01 said that she was working at this time so didn't see her husbands text message about it until she finished work at 1:45pm. (P01 was on decreased hours due to workerscomp approvals).

- P01 P01 said she went to the Gungahlin Police station and spoke to P01 P01. P01 P01 said they questioned her about a time were a fellow team member took a child into the store room to which she believes was in April. Child - P0-P01, Staff member - P01 P01

-I, P01 P01 questioned P01 about why she is only just informing me of this now and did she understand her roles and responsibility to report anything concerning or flagged of an incident within a timely timeframe as per policies and procedure. P01 was unable to answer this question.

- P01 P01 tried calling the Gungahlin police station to speak with P01 P01 at 11:19am however was unable to reach him, the person whom answered the phone said they would email my contact details to him to call me back.

- P01 P01 tried to contact P0-P01's mother P01 P01 to gain information however the phone just rang out. At 11:14am.

-Assistant Director and Director of Children's Service's in Communities@Work have been informed so further reviews can take place.

-We have not yet heard back from the police station or the family so are unsure of further details or concerns.

-Based off photos and observations that P01 P01 completed on the 4/5/22, we have reason to believe that this was the date when P01 took P01 into the store room to pick a toy to play with after having an altercation with other child.

-Further information is being sort currently to gain further information on this matter.



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	P03	