



213A
EDU

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	ACT Education Directorate
Provider Number	PR-00006465
Provider Approval Status	Approved

Service

Service Legal Entity Name	North Ainslie Primary School
Service Trading Name	North Ainslie Primary School - Preschool Unit
Service Approval Number	SE-00011216
Service Approval Status	Approved

Incident Details

Incident Type	Any circumstances posing risk to health, safety and wellbeing
Incident date	9/05/2025
What action is required?	Any circumstances posing risk to health, safety and wellbeing
Risk due to	Localised Issue



Closed as a result of

One of the regular preschool lunch cover educators was unexpectedly required to take leave last week and remains absent this week. A regular Learning Support Assistant (LSA), who typically provides additional support in preschool, has been covering most of the lunch breaks. This LSA holds a Certificate IV in School Based Education Support (CHC40221), completed in 2024.

The staff member has informed the school they will also be away Monday May 12th. The lunch break will be covered by the staff member holding the Certificate IV in School Based Education Support.

To ensure continuity and quality of care:

a) Early Childhood (EC) teachers will continue to plan the educational program and brief LSA lunch cover staff on the proposed program during handover. LSAs covering educator breaks will be scheduled as consistently as possible to maintain continuity.

b) All staff working in the preschool have access to and are aware of the relevant policies and procedures on site. The EC teacher, acting as the Responsible Person in Charge, oversees the daily operations of the preschool and reports any concerns to the Educational Leader.

c) Staff covering educator breaks are provided with information regarding children's medical and support needs. Rostered staff will remain consistent where possible to ensure continuity of care. They are familiar with the program and preschool procedures. A structured handover process prior to each shift ensures the safety and wellbeing of all children. An EC-qualified Educational Leader is available on site for support if needed.

While some breaks have been covered by other casual EC-qualified staff, the current number of permanently employed LSAs limits the ability to employ an additional EC-qualified LSA for all required coverage.

Please upload any relevant documentation

Staffing amendments - weeks 1 & 2, Term 2 2025.pdf

Staffing Roster

Contact Details

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