



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	22/12/2022
Incident Time	AM
Did Emergency Services attend?	No
Risk due to	Localised Issue
Please upload any relevant documentation	
P01 -written statement.pdf	Email



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.

An educator reported an incident that she witnessed when entering a room at the program. The educator was kneeling on the ground and using restrictive practices to hold a child on the ground.

The educator was removed from the room and a discussion had with the educator around the inappropriateness of the interactions. The educator involved is not in attendance at the program on the 23.12.22.

The educator notified the Nominated Supervisor who was on leave. The Nominated Supervisor informed the Executive Manager Education and Care via phone.

The educator who witnessed the incident provided an email to the to the Executive Manager Education and Care

When the Nominated Supervisor returns on the 3 January 2023 she will provide more information and actions.

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](#)