



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	Woden Community Service Inc.
Provider Number	PR-00005883
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Curtin OSHC
Service Approval Number	SE-00009667
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	17/08/2022
Incident Time	AM
Did Emergency Services attend?	No
Risk due to	Localised Issue
Please upload any relevant documentation	
Incident Report Form - 2009.pdf	Incident report



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.

Description of the incident

P01 was interacting with 2 boys when a staff member heard someone say the word vagina, the staff member went to where the children were and saw **P01** holding her pants at the front and the back of her pants were sitting just below her bottom. The staff member asked the children what was happening and **P01** ran away and hid in another area. The staff member could see one of the boys holding a tree branch. The service manager **P01** was called over the walkie-talkie and immediately headed to the area. **P01** had a conversation with **P01** around the incident as part of this **P01** asked **P01** why she was pulling her pants down, **P01** said the 2 boys said the would hurt her with a stick if she didn't do it. **P01** asked **P01** if anyone hurt her, **P01** said no. **P01** asked **P01** if anyone touched her, **P01** said no. **P01** told **P01** that if anyone asked her to pull her pants down or any other things that made her feel uncomfortable to talk to an Educator.

Response to date

The Service Manager **P01** was contacted immediately after the incident by walkie-talkie.

P01 called the OSHC Manager **P01P01** asking for advice on that matter. Incident logged on NQAITS 23 August 2022 by **P01P01**

Steps taken to manage the risk

Staff of the service are receiving training on sexualised behaviour by **P01** **P01** (Inclusion Support Officer) on Monday 22 August. **P01** (Coordinator) will speak with children about respecting each other and not showing other people are private areas of the body.

P01 will reach out to the school to let them know of the incident and work with the school around making messaging consistent with learning at school.

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 **P01 P01**