



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 | L & M KHIPAL PTY LTD |
| Provider Number | PR-40035221 |
| Provider Approval Status | Approved |

Service

| | |
|---------------------------|--|
| Service Legal Entity Name | L & M KHIPAL PTY LTD |
| Service Trading Name | Bright Future Early Learning Belconnen |
| Service Approval Number | SE-40012576 |
| Service Approval Status | Approved |

Incident Details

| | |
|-------------------------------|--|
| Incident Type | Injury Trauma |
| Incident Date | 12/05/2025 |
| Incident Time | 12/05/2025 03:24 PM |
| Location | Indoors |
| Sub Location | Play space/classroom |
| General Activity at the time | Meal time |
| Cause of Injury/Trauma | Child/Staff (incl. student or volunteer) interaction |
| Did Emergency Services attend | No |



Further Details of the Incident

Educator Involved: **P01 P01** (Casual Educator)
Location: Bright Future Early Learning Belconnen- Explorers Room
Reported by: **P01 P01** (Preschool Practice Coach)
Date of Report: 12/05/2025

Incident Details:

P01 P01 (casual educator) was tucking children's chair in just while they were sitting for lunch time. Two children had an altercation, **P01** bent down to intervene. **P01 P01** from Preschool Practice Coach was visiting the service, while she was near the Explorers window she heard **P01** saying "stop that" loudly and mentioned **P01** used an open palm to hit the child on the left shoulder (as mentioned in the email). Today, I gave **P01** a call to get further details of the incident to help me with reporting, where she mentioned that **P01** didn't whack the child, it was more of a tap on the shoulder and **P01** had a chat with **P01** about this unacceptable practice. **P01** mentioned that **P01** (the child) was not distressed or upset from the action, and she doesn't have any concerns around child's wellbeing. She had shared with **P01** some strategies to use in overwhelming situations to handle such situations in a better way.

Footage Review:

Service leaders reviewed CCTV footage of the incident. The footage shows **P01** talking to **P01**, who is facing and speaking with her. However, a clear view of the full interaction (including the alleged tap) could not be obtained.

Immediate Action Taken:

Given the seriousness of the matter and in line with our commitment to maintaining a safe and respectful environment for all children:

P01 P01 has been stood down from duties pending further investigation.

Due to her casual employment status, she will not be rostered for any shifts until the investigation concludes.

Next Steps:

Continue formal investigation as per service policies and relevant regulatory guidelines.

Record and maintain detailed notes of all interviews and evidence.

Determine whether further training, performance management, or disciplinary action is necessary based on the investigation's findings.

Given the seriousness of the matter and in line with our commitment to maintaining a safe and respectful environment for all children:

P01 P01 has been stood down from duties pending further investigation.

Due to her casual employment status, she will not be rostered for any shifts until the investigation concludes.

A phone conversation with **P01 P01** on 12/05/2025 at 4.20pm.

Details of Action Taken (e.g. First Aid)

Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification

Name of Witness to the incident

P01 P01



Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Immediate Action Taken:

Given the seriousness of the matter and in line with our commitment to maintaining a safe and respectful environment for all children:

P01 P01 has been stood down from duties pending further investigation.

Due to her casual employment status, she will not be rostered for any shifts until the investigation concludes.

Next Steps:

Continue formal investigation as per service policies and relevant regulatory guidelines.

Record and maintain detailed notes of all interviews and evidence.

Determine whether further training, performance management, or disciplinary action is necessary based on the investigation's findings.

talked to **P01** about some strategies she can practice when faced with these sorts of moments. Please share this information with her, and the other staff, as well – our work as educators is stressful and it is always valuable to pick up tools to support us.

Photos and Evidentiary Documents

P01 Incident.pdf

Incident form

Child Details

| | |
|--|----------------|
| Child's Name | P01 P01 |
| Child's Gender | Female |
| Child's Date of Birth | |
| Parent(s)/Guardians(s) Name | P01 P01 |
| Parent's Email | P03 |
| Parent(s)/Guardians(s) Phone | P03 |
| Was urgent medical attention required by a registered practitioner/hospital? | No |
| Type of Injury/Trauma | Eye Trauma |
| Part of the Body | Unknown |

Contact Details

| | |
|---------------|----------------|
| Name | P01 P01 |
| Phone Number | P03 |
| Email Address | P03 |

Submitted By: **P01 P01**