



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	YWCA Canberra
Provider Number	PR-00005876
Provider Approval Status	Approved

Service

Service Legal Entity Name	The Young Women's Christian Association of Canberra
Service Trading Name	Currawong Child Care Centre
Service Approval Number	SE-00009772
Service Approval Status	Approved

Incident Details

Incident Type	Allegation of sexual or physical abuse
Please supply the following information: -Detailed description of the incident including nature of risk, cause etc -Detailed description of impact on the operation of the service -Involvement of emergency services or other authorities (if relevant) -Action taken by Approved Provider to manage the risk -Any other relevant information	An incident occurred between a staff member and a child on the evening of Friday 31 February 2025 at approximately 5.30pm. The educator, P01, admitted to knocking over a child, he stated that it was an accident. This incident occurred while the educator was crouching down speaking with another father and his child when P01 either using his hand or knee knocked over a child. P01 stopped talking and addressed the child by apologising and checking on her welfare. The Parent of the child that was knocked down, alleged that their child was intentionally hit by P01. (this information was provided on Monday at 1.30pm) the father claims to have seen the interaction through the window. When the father approached P01, (his back turned away from the father) a strike from the father occurred to the back of the head. Followed by the father stating, 'I saw that'. To date, information that we have gathered: - P01 P01 has been appointed as the lead investigator. - Initial witness statements were gathered by staff on the evening of Friday 31 January 2025. - An incident report filled out by RP and other staff on-site immediately after incident/accident occurred. - From these witness statements, it appears that the educator did not intentionally knock the child over, but this was an accidental bump. - There is a witness statement addressing the child did not appear distressed after the incident by two educators. - P01 attended the site on Monday 3 February 2025, to continue to gather information and to be present at the service. During this time, the mother dropped off the child who was knocked over. P01

Submitted By: **P01** **P01**



requested a witness statement from the father as part of the investigation.

- On Monday 3 February 2025 @ 10.20am, the father has sent through a picture his child sustained as a result of the alleged incident. The picture is a close up of her eye, it appears reddish but there are no bruises, scratches, or other marks. In the email, it stated that he was too busy to provide a witness statement.

- On Monday 3 February 2025 at approximately 11:30am, **P01** **P01** has contacted the father parent to obtain his version of events. The YWCA Canberra was concerned about the safety of **P01** that had allegedly been struck and to inform the father that until the investigation has been completed, he could not return to the service. This conversation escalated quickly and a request for written record was posed to which originally the parent declined.

- On Monday 3 February @ 1:30pm, **P01** **P01** (Executive Director) followed up with a call to the father and requested again a written copy/version of events and to confirm that he would comply with the request that he not attend the service.

- The parent sent an email at @ 3:03pm Monday 3 February with dot points detailing his account of the event.

Until the father sent through his version of events, the Provider was working on the assumption that this was an accidently incident with his child based on the conversation with the educators on Friday evening and that the parent not providing any further communication of the incident.

Actions that have taken place:

- A risk assessment was completed, at this present time, there is no concerns to any child's safety, the educator will remain working with children.

- To date, analysis of the witness statements gathered, this appears to be an accident that is supported by at least 2 educators witness statements.

- We are still investigating the record/ witness statements detailing that the parent, responded in an inappropriate physical manner to the incident towards an educator.

- **P01** **P01** has informed the contract manager of DFAT of the incident

- We are using the 30 day notification period to ascertain if this is now a reportable conduct matter given the witness statement from the father.

- **P01** has been given support by the Children Service Unit and HR.

- On the evening of Monday 3 February at 1.30am, the father emailed a video of him questioning his child in relation to the incident.

As this is a developing situation and currently under investigation, we will provide supporting evidence by Friday 7 February 2025.

Incident date	31/01/2025
Incident Time	5:30 PM
Location	Play space
General activity at the time	Play-based program
Interaction Type	Child/Adult
Witness full name	P01
Witness phone number	P03
Witness type	Other Adult
What action is required?	Allegation of sexual or physical abuse



Please upload any relevant documentation

Documents to be submitted later.

Incident Management

Steps that were taken or will be taken to prevent or minimise this type of incident in the future

A risk assessment was completed, at this present time, there is no concerns to any child's safety. (Attached)

Risk due to

Localised issue type

Detailed description of the incident including nature of risk, time, cause, etc.

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