



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 Early Childhood Centre
Service Approval Number	SE-00009754
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	4/04/2022
Incident Time	AM
Did Emergency Services attend?	No
Risk due to	Localised Issue
Please upload any relevant documentation	No documents supplied



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.

In the morning of Monday April 4, 2022, the correct child: educator ratio at Bruce Early Childhood Centre was not met, for a period of 15 minutes. We had a number of educators away on the day, and while we were working to replace them, unfortunately two educators who had been asked to adjust their shifts in order to meet the ratio, did not respond in a timely enough manner to ensure the correct ratio.

Ratios were as follows:

8:30am - 1 additional child over ratio

8:35am - 2 additional children over ratio

8:40am - 4 additional children over ratio

8:45am - The next educator commenced their shift and ratios were met for the remainder of the day.

The educator engaged for the 8:45am shift was unable to commence work early as her travel time was impacted due to traffic, and she arrived on the floor to work directly with children at the time she was due to commence work. Educators at the time did expect this educator to arrive at the centre at or soon after 8:30am and had she done so, we would have requested for her to start work with us earlier than her appointed time.

To ensure the safety and wellbeing of the children we extended family grouping time in the toddler room, and engaged the children in quiet table activities and reading some books. Following the arrival of the 8:45am educator the children then moved to their own rooms with the appropriate number of educators.

Moving forward, we have engaged an additional educator at Bruce, who will commence work on April 11: this will ensure that we have an additional educator starting at 8:30am daily. We will also review the leave policy and communication policy with educators to ensure that they are more attentive to the potential need for shift adjustments during periods of recruitment.

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 P01

Phone Number

P03

Email Address

P01 P01

Submitted By: P01 P01 P01