



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	Charnwood After School Care
Service Approval Number	SE-00009664
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	14/03/2023
Incident Time	AM
Did Emergency Services attend?	No
Risk due to	Localised Issue
Please upload any relevant documentation	

Email from P01 .pdf	Email from P01 140323
Notes from P01 .pdf	Notes from conversation with P01



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.

On Wednesday March 15 I received contact from two educators regarding an interaction with an educator and a child at Charnwood Dunlop Outside School Hours Care, and commenced the usual follow up process of discussing concerns with the two educators, however on Friday 17 March I received further communication regarding the interaction which has escalated the concern to the point of a report being required. The educators who communicated with me were **P01**, **P01** a casual educator, who raised the concern around the behaviour of **P01**, **P01** an educator, and the other was **P01** himself, who emailed me regarding the behaviour of the child.

It was originally reported that an educator raised his voice at a child who was screaming at him and becoming aggressive, and then monitored the child's behaviour afterward, however the updated report indicates that the educator was 'screaming' at the child and had moved to an area where he could not be easily seen by the majority of other educators and children, describing the behaviour as both 'extreme' and 'inappropriate'.

Moving forward, I have asked the educator making the report to put her concerns in writing and in detail, and will follow up with all educators at the program to investigate the matter further and make a decision about what supports should be provided to the educators and children at the program, if indicated. In the interim period the educator will not be rostered to work directly with the children, and I will be rostered at the program in the afternoon where possible to provide support. I had already commenced observations of the child's behaviour in preparation for creating a positive behaviour plan, which will outline appropriate supports for the child regarding his behaviour. I will also raise an internal report using our EBMS system to ensure transparency and tracking regarding this report.

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**