



**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            | Northside Community Service Limited |
| Provider Number          | PR-00005856                         |
| Provider Approval Status | Approved                            |

#### Service

|                           |                                      |
|---------------------------|--------------------------------------|
| Service Legal Entity Name | Northside Community Services Limited |
| Service Trading Name      | Civic Early Childhood Centre         |
| Service Approval Number   | SE-00009766                          |
| 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                            | 19/12/2023                                                                                                                                        |
| 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

Risk due to

Localised Issue

Localised issue type

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

Allegations have been raised by an educator (**P01** **P01**) during the course of responding to a formal HR matter.

**P01** was met with on 19/12/2023 to clarify information presented within a written response (to the HR matter) on Friday 16/12/2023. The information was extracted from the written notes on 19/12/2023 and discussed with **P01**.

**P01** is alleging that educator, **P01** **P01** has hit three children on the upper back on unknown dates. A further two allegations were raised in the meeting regarding a child being hit on the leg with a hat and a child being forced by the neck to scrape their plate after a meal.

Northside is working through the details and will be taking appropriate internal actions to investigate immediately.

Parents of named children are being contacted by the Nominated Supervisor. **P01** no longer works for Northside with her resignation period ending on 19/12/23

Children:

**P01** **P01** **P02**  
**P01** **P01** **P01** **P02**  
**P01** **P01** **P02**  
**P01** **P01** **P02**

## 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**