



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	Community Services of Gungahlin Inc
Provider Number	PR-00005825
Provider Approval Status	Approved

Service

Service Legal Entity Name	Community Services of Gungahlin Inc
Service Trading Name	Nicholls Early Childhood Centre
Service Approval Number	SE-00009819
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	4/10/2023
Incident Time	AM
Did Emergency Services attend?	No
Risk due to	Localised Issue
Please upload any relevant documentation	

1 Formal Complaint by p01.docx	Initial Complaint Letter from child's Mother
10 p01's Unhappy Outcome.docx	Mother of child response to management committee
2 Response to p01 5th October.docx	Response to child's Mother
3 P01's Stand Down.docx	Educator's Stand Down notice
4 Stand Down Letter-P01.pdf	Educator's Stand Down Letter
5 P01's report of Incident.docx	Accused Educator's Report of Incident
6 P01's Witness Report.docx	Educator Witness Report

Submitted By: p01 p01



7 Request p01 attend Meeting.docx	Request to meet with accused Educator
8 Email to p01 from Director.docx	Email Director to Mother of child
9 Management Committee Communication about Investigation.docx	Management Committee Communication

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.	The Father of a female child alleged that a P05 on 4th October 2023. He verbally lodged a complaint with service management, the educator was stood down immediately and an investigation was entered into. P05, saying that the Father wrongly accused him. A written concern from the child's mother was received on 5th October 2023. When the Director of the service returned from annual leave, an investigation occurred where a witness statement was obtained from another educator and the accused educator was interviewed and reports were made. The service's management committee have been notified of the incident and are continuing with investigations. The committee has also developed a risk assessment for reportable conduct. There has been ongoing correspondence between the service and both parties and professional support has been offered to each party. An s17G form is being lodged with the ACT Ombudsman's Office with regard to an allegation of reportable conduct.

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