



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	CAERUS CHILD CARE PTY LTD
Provider Number	PR-40003575
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Springbank Rise by Busy Bees
Service Approval Number	SE-40004390
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	25/03/2022
Incident Time	AM
Did Emergency Services attend?	No
Risk due to	Localised Issue
Please upload any relevant documentation	
2.2.03 Manage Serious Incident related to a Child, Adult, the Service or the Business (9).pdf	Manager Serious Incident Policy



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 Friday 25 March, **P01 P01**, a trainee, observed **P01 P01 P02** (trainee/educator) speaking to a child named **P01 P01** in the toddlers room) and telling him loudly to move away from the drinks trolley several times. **P01** was visibly upset and was crying. **P01** then picked up **P01** using one arm to move him from the drinks trolley to the small grass area and gave him his drink bottle. **P01** viewed this interaction while in the nursery outdoor yard. Using the weekend to think about this situation, **P01** then informed the 2IC, **P01** of the incident on Monday 28 March. The Area Manager was notified via email at 2pm on Monday 28 March. The Area Manager then notified the Regional Manager and commenced the Serious Incident Policy and Procedures (attached) **P01** provided management with a witness statement from the observations that she witnessed with **P01**.

Actions Taken

Until a detailed assessment can be completed, the 2IC and Service Manager will be monitoring interaction with children in the toddler room.

On Tuesday 29 March, the Area Manager conducted a risk assessment as per the recommendations from the ACT Reportable Conduct Scheme.

On Tuesday 29 March, the child's parents were contacted to inform them of the incident that occurred and that we would be following Busy Bees Serious Incident Policy.

Actions to be Taken

Determine if any other witness statements can be captured from any other employees

HR contacted to determine if there has been any previous history of inappropriate interactions with children before.

Compile supporting evidence to send to CECA

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