



**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	18/12/2023
Incident Time	AM
Did Emergency Services attend?	No
Risk due to	Localised Issue
Please upload any relevant documentation	Documents to be submitted later



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 of conduct involving children has been raised during the course of a HR matter being investigated.

Northside is in the process of clarifying details and will take the appropriate next steps as required.

Allegations include yelling at and/or in front of children, frightening children, not allowing children to be inside, picking children up inappropriately.

Further details, including the specific allegations, educators involved and actions taken will be provided over the coming days.

At this stage we do not believe that the matters will reach reportable conduct threshold, however will assess throughout.

Phone conversation held with CECA Nicole Withers 18/12/2023 to discuss.

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