



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	24/08/2022
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 (12).pdf	Manager Serious Incident related to a child, adult, the service or the business



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 24, August, P01 P01, (a trainee educator) approached Acting Service Manager P01 P01 to discuss an incident that had occurred in the Kindy 1 classroom involving her daughter P01 P01. P01 had observed an interaction with P01 P01 (certificate III qualification) and P01 P01. P01 stated that P01 had grabbed her daughter by the shoulder as she was crying and pushed her towards P01 and stated "take your child". It should be noted that P01 is P05.

The Service Manager listened to P01's concerns, given the complexity of the colleague and parent relationship, the Acting Service Manager advised that P01 to take the witness statement home for her to formally provide an account of what had occurred.

The Area Manager and 2IC Area Manager were notified via phone at 2pm on Wednesday 25 August.

On Thursday 25 August, P01 provided management with a witness statement from the observations that she witnessed with P01. The Acting Service Manager, P01 contacted the Area Manager who then notified the Regional Manager and commenced the Serious Incident Policy and Procedures.

Actions Taken

Until a detailed risk assessment can be completed, the 2IC and Service Manager will be monitoring interactions P01 and children in the Kindy 1 classroom. P01 who was working in the Kindy 1 classroom yesterday, 24 August 2022 was transferred to another classroom while this is being investigated.

Actions to be Taken

Complete risk assessment to determine if P01 P01 should be stood down
Determine if any other witness statements can be captured from any other employees

HR contacted to determine the next steps in the investigation process.

Start to 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

Submitted By: P01 P01