



## 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	Capital Region Community Service Limited
Provider Number	PR-00005807
Provider Approval Status	Approved

#### Service

Service Legal Entity Name	
Service Trading Name	Ginninderra Early Childhood Centre
Service Approval Number	SE-00009778
Service Approval Status	Approved

#### Incident Details

Incident Type	Reg 175-An allegation of physical or sexual abuse of a child or children at the service (other than an allegation raised as a formal complaint)
Please supply the following information: -Detailed description of the incident including nature of risk, cause etc -Detailed description of impact on the operation of the service -Involvement of emergency services or other authorities (if relevant) -Action taken by Approved Provider to manage the risk -Any other relevant information	<p>Incident occurred on 3rd Sept. Educator only had the confidence to inform Director at 4pm yesterday (9.9.2020). Director has communicated with Executive manager.</p> <p>2 educators were outside together with preschool and toddler children. 2 children were pulling each others hair. One educator observed the other educator take off the children's hats and tug at the children's hair.</p> <p>Report has been taken to HR, executive manager and CEO to formalise the actions to be taken. Educator will be investigated and may be stood down until investigation occurs.</p> <p>Staff meeting is planned for next Tuesday evening (15.9.20) to go through all relevant policies, procedures and practices.</p> <p>Mandatory reporting training (face to face) will be organised for a staff meeting.</p>
Incident date	3/09/2020

This notification meets the requirements of the Education & Care Services National Law. You may also be required to notify the incident under your state or territory child protection law.

Please upload any relevant documentation

Children sing in and out.pdf	Kiosk
Incident form.pdf	Incident form



Infants working directly with children.pdf	Infants working directly with children
Preschool working directly with children.pdf	Preschool WDWC
Responsible person.pdf	Responsible person
Staff sign in and out.pdf	Staff sign in and out
Toddlers working directly with children.pdf	Toddlers WDWC
<b>P01</b> - Certificate III.pdf	Cert III
<b>P01</b> - Childsafe online module.pdf	Childsafe module
<b>P01</b> - Code of Conduct.pdf	Code of Conduct
<b>P01</b> - CRCS online training transcript.pdf	online training transcript
<b>P01</b> - Educator Record.pdf	Educator record
<b>P01</b> - Fit 2 Work.pdf	Fir2work
<b>P01</b> - Fit and proper person.pdf	Fit and proper
<b>P01</b> - Induction checklist.pdf	Induction
<b>P01</b> - Reportable Conduct Agreement.pdf	Reportable Conduct Agreement
<b>P01</b> - Statement of commitment to safety and wellbeing.pdf	Statement of Commitment to Safety
<b>P01</b> - Responsible Person Record.pdf	Responsible person
<b>P01</b> - WWVP.pdf	WWVP Card

## Contact Details

Name	<b>P01</b>
Phone Number	<b>P03</b>
Email Address	<b>P03</b>