



C01 Notification of Complaint

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 Complaints

Provider

Provider Name	Community Services #1 Incorporated
Provider Number	PR-00005865
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Birralee Early Education and Care Centre
Service Approval Number	SE-00014243
Service Approval Status	Approved

Complaint Details

Please select the relevant notification and provide/attach the information required	Complaint alleging that a serious incident has occurred or is occurring
Please supply the following information: - Complainant name and contact details	P01 P01 Email: P03 Mobile: P03
Please supply the following information: - Date complaint received - Copy of written complaint (or written summary) and any other relevant documentation (including correspondence, photographs, statements, etc) - Steps taken/actions planned by approved provider in response to the complaint	23/7/20 12.30pm I was contacted by the director of Birralee Early Education and Care Centre and informed that she had a meeting that morning with parents of a child attending the centre and they had expressed concerns about the interactions between their child and an educator (P01 P01) 2.00pm I spoke with the mother of the child (P01 P01) she spoke about a conversation she had with P01 where he told her he went into the cot room to play with her child, she felt uncomfortable with this. 2.15pm CS#1 appoints P01 P01 and P01 P01 to head the investigation 2.30pm I contacted the director of Birralee to communicate that P01 was to be supervised until I could arrive. 4.20pm P01 has been stood down pending investigating. 5.05pm P01 has been contacted to advise that the allegation is under investigation and P01 is stood down pending an outcome.
Please upload any relevant documentation	

Submitted By: P01 P01



Child Details

Child's Name	P01 [REDACTED]
Child's Gender	Male
Child's Date of Birth	P02 [REDACTED]

Contact Details

Name	P01 P01 [REDACTED]
Phone Number	P03 [REDACTED]
Email Address	P01 P01 [REDACTED]