



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 Service Limited
Service Trading Name	Treehouse in the Park Early Learning Centre (NCS)
Service Approval Number	SE-00009852
Service Approval Status	Approved

Incident Details

Incident Type	Allegation of sexual or physical abuse
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>P01 P01 called me this morning to report that last night her child P01 informed her that her vulva was sore. When P01 changed P01's Nappy she noticed a cut on P01's Vulva. P01 told P01 that P01 had wiped her really hard because she was angry with P01 P01 changed P01's Nappy at 11:00am P01 P01 did the next Nappy change and said that when she changed P01's Nappy P01 had a very red bottom and vulva but P01 did not notice any cuts.</p>
Incident date	13/08/2024
Incident Time	9:10 AM
Location	Bathroom/nappy change area
General activity at the time	Transition
Interaction Type	Child/Adult
Witness full name	P01 P01
Witness phone number	P03
Witness type	Other Adult

Submitted By: P01 P01



What action is required?	Allegation of sexual or physical abuse	
Please upload any relevant documentation		
ROC P01 .docx	Record of Conversation with P01	
ROC P01P01 .docx	Nominated Supervisor conversation with Parent	
Email From P01 P01 .docx	Email Correspondence with family	
Kiosk report 12 Aug.pdf	record of children in attendance of the service at time of allegation	
Nursery Educator Log 12 Aug.pdf	Nursery Educator Log	
Preschool Educator log 12 Aug.pdf	Preschool Educator Log	
Toddler Educator log 12 Aug.pdf	Toddler Educator Log	
Nappy change record PG2.pdf	Nappy Change Record	
Nappy change record.pdf	Page one of Nappy change log	
Notice to respond to allegations (P01).docx	Letter presented to Educator	

Incident Management

Steps that were taken or will be taken to prevent or minimise this type of incident in the future	An internal investigation is taking place. the educator in question has been taken off nappy changing duties while the matter is being resolved
Risk due to	
Localised issue type	
Detailed description of the incident including nature of risk, time, cause, etc.	

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



ACT
Government
Education

Notification Number: **NOT-00063516**
Date generated: 13/08/2024