

Ms [REDACTED]  
Person with Management or Control  
YWCA Canberra  
RE: YWCA Turner School Age Care

Email: [REDACTED]@ywca-canberra.org.au

Dear Ms [REDACTED]

**Decision to issue Administrative Action RE: NOT-00148876**

1. As you may be aware, the ACT Regulatory Authority (the Authority), also known as Children's Education and Care Assurance (CECA), recently assessed a notification relating to YWCA Turner School Age Care SE-00009742 (the Service) operated by YWCA Canberra PR-00005876 (the Provider).
2. Specifically, the notification advised that on 22 April 2025, Educators were unaware of a child's medical action plan and antihistamine medication location within the Service.
3. The Authority is satisfied that the Provider did not comply with the provisions of the *Education and Care Services National Law Act (ACT)* (the Law) in this instance. Web addresses to the Law and the associated *Regulations* are provided for your convenience at the end of this Decision.

**Facts**

4. On 23 April 2025, a notification (NOT-00148876) was submitted to the Authority by the Provider advising that on 22 April 2025, a parent requested the return of her child, [REDACTED] (6 yrs old) medical action plan and antihistamine medication, however, Educators were unaware of its location or be able to provide this in case of an emergency.

**Law**

5. The Notification engaged the following provisions of the Law:

**Section 167(1) of the Law - Offence relating to protection of children from harm and hazards**

The approved provider of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and care for by the service from harm and from any hazard likely to cause injury.

Penalty: \$11 400, in the case of an individual

\$57 400, in any other case.

**Decision**

6. The Authority has carefully considered information supplied by the Provider and is satisfied, on the balance of probabilities, that there is sufficient evidence to substantiate an offence under section 167 of the *Law* in this instance. In that the Provider did not ensure that all children were protected from harm or hazard at all times while in the care of the Service on 22 April 2025.
7. The *Law* outlines a range of statutory actions which may be taken by the Authority in response to non-compliance. The Authority has the flexibility to choose the most appropriate action to support you to achieve compliance and improve outcomes for children.
8. Considering the evidence, the objectives and guiding principles of the *Law*, the compliance history of the Service, and the advised of steps taken by the Provider to mitigate risk of a similar occurrence, the Authority has decided to issue this administrative action rather than statutory compliance actions to address the non-compliance.
9. Regarding the substantiated offence under sections 167 of the *Law*, and previous history of non-compliance, the Authority requires the Provider to produce evidence of the following:
  - Evidence of strategies implemented or in place, to ensure Educators understand their responsibilities around the location of required medication, medical management plans, how and where to store them and any differences between in-term programming and vacation programming to prevent risk of an incident occurring.
10. Evidence should be produced, within 14 days of receipt of this letter, to Vittorio Colosimo at [vittorio.colosimo@act.gov.au](mailto:vittorio.colosimo@act.gov.au).
11. This decision serves to remind the Provider of their obligations and responsibilities under the *Law*, and to ensure that staffing and supervisory processes and educator practice is monitored regularly to ensure ongoing compliance with the *Law* and encourage continual improvements for outcomes for children.
12. This Decision will be recorded on the Service's file and may be considered in any future applications for approvals, amendments, or waivers. It may also be considered in determining the action to be taken, should further breaches of the *Law* or associated Regulations be found.

### **Legislation**

13. The *Law* applies to you as a provider and any service you operate. The *Law* is applied in the ACT by the *Education and Care Services National Law (ACT) Act 2011* <http://www.legislation.act.gov.au/a/2011-42/default.asp> . The *Law* and *Regulations* can be viewed at: <http://www.acecqa.gov.au/national-law> , and <http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>.
14. Should you have any questions about this Decision please contact me at [vittorio.colosimo@act.gov.au](mailto:vittorio.colosimo@act.gov.au).

Yours Sincerely,



**Vittorio Colosimo**  
A/g Assistant Director Investigations  
Education and Care Regulation and Support  
Education Directorate

19 June 2025