



**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	Anglicare NSW South NSW West and ACT
Provider Number	PR-00005801
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Anglicare at Franklin Early Childhood School
Service Approval Number	SE-00014231
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
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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

Every day at 5:30pm, the OSHC children are moved across to the Anglicare classrooms to finish off the day. As they were moving between groups yesterday, one of the children **P01** walked out the door and then went out the black gate as a parent had not closed it properly as they left.

One of the room leaders in LDC saw him and took him back inside and handed him over to the OSHC staff. The children were still on their way back to the classroom and **P01** was outside only for about a minute before going to the rest of the group.

there were a few parents waiting outside, he was looking for his mum however she wasn't at the centre yet.

We have had the gate fixed a couple of times by the school BSO as we have had issues with it not latching in the past. As this problem has come up again, I am in conversation with the school about replacing the gate or having new hinges replaced to ensure it works correctly. Additionally, we have big signs on both sides of the gate to act as a reminder to families to close the gate. to ensure they stay visible, we update the signs every few weeks.

I have notified his mum **P01** about the incident and informed her of the steps we will take to make repairs to the gate. **P01** mentioned she will also talk to **P01** about the importance of staying with the educators until they tell him that its home time.

Action taken

- Logged in BSO book
- In conversation with the school to look at options to replace the gate
- Will remind families in next email communication to properly close the gate
- OSHC Staff to review their placement in the 'line' when moving children between groups (extra attention to the gate)
- I have phoned **P01**'s mum **P01** to inform her of the incident and steps taken to rectify this asap
- P01** contact details, ph: **P03** email: **P03**
- P03** Contacted on 17/11/21 at 12:20pm

Incident date

16/11/2021

Risk due to

Localised Issue

Please upload any relevant documentation

ANGLICARE---Incident-Report.pdf	Anglicare internal incident report
Gate additional strap.jpg	Added by BSO as additional safety measure
Gate signage.jpg	Signage displayed on both sides of the gate



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

P01 **P01**