



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	Guardian Corporate Early Learning Centres Pty Ltd
Provider Number	PR-00004736
Provider Approval Status	Approved

Service

Service Legal Entity Name	Guardian Early Learning Centre- Forrest
Service Trading Name	Guardian Childcare & Education Forrest
Service Approval Number	SE-40005756
Service Approval Status	Approved

Incident Details

Incident Type	Reg 12-Any circumstance where a child being educated and cared for by an education and care service appears to be missing or cannot be accounted for
Incident Date	10/11/2023
Incident Time	12:00 PM
Did Emergency Services attend	No
Further Details of the Incident	Following a recent team member check in team member, P01 P01 disclosed an incident of an unaccounted child had occurred. P01 disclosed that a child, P01 , had stacked milk crates up against the fence, climbed up and over and was on the street side of the fence. A second team member, P01 went through the gate and returned P01 to the yard. The Nominated Supervisor was notified of the incident.
Details of Action Taken (e.g. First Aid)	Child was assessed and returned to the centre where the NS was notified of the incident. No first aid treatment was provided.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Supporting Centre Manager P01 P01 contacted the parent on Tuesday 14th of November to notify of the incident and the actions taken as part of the immediate investigation into this matter.
Name of Witness to the incident	P01



Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

The centre has commenced an internal investigation with support of Guardian's Compliance team through gathering statements, timeline of events and attendance records. Further information will be provided as soon as practicable.

Photos and Evidentiary Documents

BeSafe Incident report.pdf	Incident report
Statement educator 2.jpg	statement educator 2
Statement educator.jpg	statement educator 1
P01 P01 -Enrolment Form.pdf	Enrolment form.

Child Details

Child's Name	P01 P01
Child's Gender	Male
Child's Date of Birth	P02
Parent(s)/Guardians(s) Name	P01 P01
Parent's Email	P03
Parent(s)/Guardians(s) Phone	P03
Missing Type	Child seen exiting by staff - retrieved by staff
Duration Missing	Less than 10 mins

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P03