



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	Inspired EC Pty. Ltd.
Provider Number	PR-40001517
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Inspired Family Day Care ACT
Service Approval Number	SE-40004289
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	19/10/2020
Incident Time	05:53 PM
Missing Type	Child did not attend - child initiated
Duration Missing	More than 10 mins but less than 30 mins
Did Emergency Services attend	No



Further Details of the Incident

The incident occurred at 2.55 pm 19/10/2020 educator was providing care for children during the day and needed time to read through, discuss and sign the incident form after children had left for the day. This is why the report to the department is late.

P01 was collecting P01 from school for the first time since enrolling (P01 attended vacation care with P01 in term 3 school holidays 7th, 8th and 9th Oct 2020). P01 was waiting in the pre-arranged place outside P01's classroom (near sensory garden) at, 2:55pm 19/10/2020.

P01 could not be located. P01 asked his teacher and the front office of the school at 3:10pm however, they did not know where he was. P01 contacted P01's mother at 3.21pm and contacted P01 P01 (Nominated supervisor at 3.23pm) to advise.

P01 enlisted the support of another parent at the school to help look for P01. While on the phone to P01 P01 at 3.22 pm P01 was notified by the other parent P01 P01 that P01 had been sighted at P01's residence at P03.

P01 waited with P01 until P01 arrived. P01 walked back to her residence along P03 sighting P01 herself who was waiting at the FDC residence P03 at 3:32pm. P01 P01 (nominated supervisor) attended the FDC residence to provide support from 3:45pm to 5:45pm. When asked, P01 said that "he thought he was supposed to just walk here".

P01 signed P01 into care at 3.30pm.
Total time child unaccounted for:
2:55pm until 3.22pm total time 27minutes
Person who found child:
P01 P01 parent at child's school/person listed on risk assemsnt as volunteer
Time child signed into care:
3.30pm

Child's Name	P01 P01
Child's Date of Birth	P02
Child's Gender	Male
Details of Action Taken (e.g. First Aid)	P01 asked his teacher and the front office of the school at 3:10pm however, they did not know where he was. P01 enlisted the support of another parent at the school to help look for P01. P01 notified P01 P01 (nominated supervisor) for support
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Phone call from P01 P01 (educator) to P01 P01 (child's mother) P03 3.21pm 19/10/2020 Phone call from P01 P01 (educator) to P01 P01 (child's mother) P03 3.44pm 19/10/2020
Name of parent or guardian notified	P01 P01
Email of parent or guardian notified	P03
Phone number of parent or guardian notified	P03
Name of Witness to the incident	P01 P01
Educator Name(s)	P01 P01
Educator's Address	P03
Educator's Phone	P03

Submitted By: P01 P01



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

An individual written plan will be put in place for the collection of children from school where additional support is required. We will review our delivery and collection policy and procedure, we will review the educators' school drop off/pick up benefit-risk assessment. A reflective conversation will occur between educator and coordinator to determine support needs for this child and to ensure processes are effective when collecting children from school.

Photos and Evidentiary Documents

authorisation2.jpg	Authorisation for school drop off and pick up pt2 of 2
Authroisation1.jpg	Authorisation for school drop off and pick up pt1of2
Delivery and Collection Policy April 2020 (1).pdf	Delivery and Coollection Policy and Procedure (to be reveiwed)
Incident 20-10-2020.pdf	Incident form
incident report sent .jpg	Email to child's parent with incident report
map school to P01.jpg	Map of Charles Conder Primary school to FDC residence
School Drop Off and Pickup.docx	Benefit risk assesment school drop off and pick up (to be reveiwed)

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P03