



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	Team Gump Pty Ltd as Trustee for Team Gump Trust
Provider Number	PR-40007989
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Sage Education and Childcare Belconnen
Service Approval Number	SE-40016571
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	4/06/2021
Incident Time	01:54 AM
Did Emergency Services attend	No



Further Details of the Incident	<p>On transitioning a group of children from outside to inside a child was left in the outdoor garden area. The transition of the other children occurred at 1:54pm. The child was noticed that she was not in the room upon conducting the transition head count. On the transition the room leader was on her lunch break, and returned at 2:05 where she reports that on entering the room the staff were doing the head count and alerted the room leader to the fact that they only had 6 children. (there were 2 staff still with the group of 7 children all children are 2 years old, not including the room leader) The room leader left the room at 2:06 when she locates the child in the garden area. When the room leader located the child she was playing in the garden area and was not emotional or concerned. She happily returned to the room. The incident was alerted to the nominated supervisor on Friday at approx 2:30pm. At that time the nominated supervisor was notified that the child had been left in the yard however this had been picked up on transition with the head count process and the child was located, the child was not distressed and was playing. With this knowledge the nominated supervisor asked the room leader to inform the parents and that a further review would be done the following week. On review of camera footage the time lapse of supervision became apparent and this report is now lodged.</p>
Details of Action Taken (e.g. First Aid)	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	<p>The child's parents were notified on collection of the child that afternoon 4/6/21 approx 5pm. The room leader spoke to the mother P01 P01. A follow up call was made by the Nominated Supervisor to P01 on the 8/6/21 to further discuss the incident given the information about the time period. P01 was appreciative of the call and grateful for the follow up.</p>
Name of Witness to the incident	P01 P01
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	<p>A review of the head count practices will occur to ensure that these are being done on transition without delay. A review of the way that groups are leaving spaces and the final checking of spaces on transition will occur to ensure that situations like this are further prevented from occurring.</p>
Photos and Evidentiary Documents	Documents to be submitted later.

Child Details	
Child's Name	P01 P01
Child's Gender	Female
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 unattended outdoors - found by staff
Duration Missing	More than 10 mins but less than 30 mins

Contact Details

Submitted By: P01 P01



ACT
Government
Education

Notification Number: **NOT-40546239**
Date generated: 08/06/2021

Name	<u>P01</u> <u>P01</u> [REDACTED]
Phone Number	<u>P03</u> [REDACTED]
Email Address	<u>P03</u> [REDACTED]

Submitted By: P01 P01 [REDACTED]