



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	SDN Children's Services
Provider Number	PR-00005562
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	SDN Bluebell Early Childhood Education Centre
Service Approval Number	SE-00009834
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	26/10/2022
Incident Time	04:25 PM
Did Emergency Services attend	No
Further Details of the Incident	P01p01 (p01's mother) had arrived to collect p01 at approx 4:20pm. At this time one staff member had communicated to another she was going to retrieve p01 for P01. It was at this time that educators noticed p01 was unaccounted for. During this time the Lilly Pilly (0-1 years) and Gumnuts (1-2 years) rooms were combined with a total number of 11 children and 4 staff with a 1:4 ratio. Two staff members were talking to families, one had just finished changing nappies and one was at the bottom of the playground aiding in transition into late snack. At approx 4:25pm P01 P01 (educator) had retrieved p01 from the Lilly Pilly cot room where was found playing happily with a piece of paper, p01 did not show any signs of distress or that she had been crying see further information in attached educator statements. P01 p01 (educator) informed myself P01 n01 (Nominated supervisor) of incident at 5:20pm 26/10/2022. P01 p01 followed up with P01p01 by phone call at 9:08am on 27/10/2022 (see attached statement for details).



Details of Action Taken (e.g. First Aid)	Follow up with family phone call - 27/10/2022 Incident form completed Planned review with team at Bluebell of Supervision policy and procedure and supervision plans with a signed acknowledgement of understanding Signage to be created for bathroom doors and cot room doors reminding of them to be closed at all times.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	This incident as the parent arrived to collect their child. As noted in educator statement educator completed form but got it signed the next day (27/10/2022) as p01 was dropped off. P01p01 than made contact at 9:08 am on 27/10/2022 to discuss the incident.
Name of Witness to the incident	P01 p01 , P01 P01p01p01 p01p01
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	Signage to be displayed on doors in the Lilly Pilly and Gumnuts room cot rooms as well as the Lilly Pilly and Gumnuts bathroom doors to remain closed. Review of supervision policy/procedure and plans with educator signed acknowledgment. Structured head count checks to be recorded during transition times and as educators finish their shift for the day.
Photos and Evidentiary Documents	
Incident form p01.pdf	Incident form
P01 P01.docx	Educator statement
P01 p01 .docx	Educator statement
p01p01 .docx	Educator statement
P01p01 .docx	Nominated Supervisor statement

Child Details	
Child's Name	p01 p01
Child's Gender	Female
Child's Date of Birth	P02
Parent(s)/Guardians(s) Name	P01p01
Parent's Email	P03
Parent(s)/Guardians(s) Phone	P03
Missing Type	Child unattended indoors - found by staff
Duration Missing	Less than 10 mins

Contact Details



ACT
Government
Education

Notification Number: **NOT-40787937**
Date generated: 27/10/2022

Name	P01p01
Phone Number	P03
Email Address	F

Submitted By: P01p01