



**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            | G8 Education Limited |
| Provider Number          | PR-00000898          |
| Provider Approval Status | Approved             |

#### Service

|                           |                                    |
|---------------------------|------------------------------------|
| Service Legal Entity Name |                                    |
| Service Trading Name      | Blinky Bill Early Childhood Centre |
| Service Approval Number   | SE-00009751                        |
| 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                                                                                                                               | 12/11/2020                                                                                                                                                   |
| Incident Time                                                                                                                               | 02:30 PM                                                                                                                                                     |
| Missing Type                                                                                                                                | Child unattended indoors - found by staff                                                                                                                    |
| Duration Missing                                                                                                                            | More than 10 mins but less than 30 mins                                                                                                                      |
| Did Emergency Services attend                                                                                                               | No                                                                                                                                                           |
| Further Details of the Incident                                                                                                             | A child was found unattended by an educator in the foyer/office area of the service. It is unknown how long the child was unaccounted for.                   |
| Child's Name                                                                                                                                | <b>P01 P01</b>                                                                                                                                               |
| Child's Date of Birth                                                                                                                       | <b>P02</b>                                                                                                                                                   |
| Child's Gender                                                                                                                              | Male                                                                                                                                                         |
| Details of Action Taken (e.g. First Aid)                                                                                                    | 1. The child was taken back to the toddler room<br>2. The child was checked over by educators                                                                |
| Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification | The child's mother was contacted by the Nominated Supervisor at approximately 3:30pm and advised that the child was found alone in the foyer by an educator. |

Submitted By: **P01P01**



|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of parent or guardian notified                                                                             | <b>P01</b> <b>P01</b>                                                                                                                                                                                                                                                                                                                           |
| Email of parent or guardian notified                                                                            |                                                                                                                                                                                                                                                                                                                                                 |
| Phone number of parent or guardian notified                                                                     | <b>P03</b>                                                                                                                                                                                                                                                                                                                                      |
| Name of Witness to the incident                                                                                 | Unknown                                                                                                                                                                                                                                                                                                                                         |
| Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future | <ol style="list-style-type: none"><li>1. Witness statements gathered from educators</li><li>2. Internal investigation to commence to determine how the incident occurred.</li><li>3. Children transitioning to another room will use the outdoor yard to transit between rooms, rather than using the hallway connected to the foyer.</li></ol> |
| Photos and Evidentiary Documents                                                                                |                                                                                                                                                                                                                                                                                                                                                 |
| Supporting documentation.pdf                                                                                    | Initial statement and supervision plan                                                                                                                                                                                                                                                                                                          |

## Contact Details

|               |                                                  |
|---------------|--------------------------------------------------|
| Name          | <b>P01</b> <b>P01</b> - Assistant Centre Manager |
| Phone Number  | <b>P03</b>                                       |
| Email Address | <b>P03</b>                                       |