



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	Communities@Work
Provider Number	PR-00005824
Provider Approval Status	Approved

Service

Service Legal Entity Name	Communities@Work
Service Trading Name	Communities@Work Gordon Out of School Hours Care
Service Approval Number	SE-00009679
Service Approval Status	Approved

Incident Details

Incident Type	Child Missing
Incident Date	4/04/2024
Incident Time	04/04/2024 08:50 AM
Did Emergency Services attend	No
Further Details of the Incident	During service roll call at 8:50AM it was noted that the p01 was absent from the service. Educators searched the nearby area where his teacher informed us that he had been found on the playground and was retrieved by a teacher nearby. The teacher explained that they believed p01 had been on the playground since approximately 8:20AM.
Details of Action Taken (e.g. First Aid)	A search was carried out on the immediate area, an educator soon found his classroom teacher who notified that he was located on the playground.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	<ul style="list-style-type: none"> - Supervision plan to be reviewed - Toilet Passes to be reinstated - P01 has consented for the development of a Inclusion Support Plan for p01 to acknowledge and document his absconding
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	<ul style="list-style-type: none"> - Supervision plan to be reviewed - Toilet Passes to be reinstated - P01 has consented for the development of a Inclusion Support Plan for p01 to acknowledge and document his absconding

Submitted By: **P01** **p01**



Photos and Evidentiary Documents

Incident Report 2.png	Incident Report 2
Incident Report 1.png	Incident Report 1

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 not seen exiting by staff – found by non-staff member
Duration Missing	More than 30 mins but less than 1 hour

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P01