



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	CSIROCARE Black Mountain Inc
Provider Number	PR-00005826
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	CSIROCARE Black Mountain Early Childhood Centre
Service Approval Number	SE-00009770
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 is mistakenly locked in or locked out of the education and care service premises or any part of the premises
Incident Date	16/11/2021
Incident Time	04:35 PM
Location	Outdoors
Sub Location	Outdoor other
Location (Other)	our Cubby House area near the construction fence
Did Emergency Services attend	No
Further Details of the Incident	On 16th of November around 4:35 pm, Wattles room leader P01 P01 playing with some children around our Cubby House area near the construction fence. Children were observing ants near the fence. P01 had just turned her back to talk to one of the children, P01 went inside the fence from a small gap. P01 noticed that immediately and asked P01 to stay still. P01 called the other educator to come to supervise children. Meanwhile, P01 went inside the fence to take P01 out of the construction area. Nothing happened to P01 it all happened just in a minute. After that, P01 reported to me and also informed P01 parents.
Details of Action Taken (e.g. First Aid)	The child was supervised all the time after he went inside the construction area. and he wasn't in danger.

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



Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	The educator did not write the accident report, and we didn't submit the notification of the incident because we believed that child wasn't in danger and was supervised. So instead, the educator P01 inform the parent face to face when they pick up the child.
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	Builders put a wood board to cover the gap between fences Remind all staff to do supervision properly We update our child safe environment policy and supervision policy We applied waiver for our construction area
Photos and Evidentiary Documents	
Doc2.docx	Photos of the gap between fences

Child Details	
Child's Name	P01
Child's Gender	Male
Child's Date of Birth	P02
Parent(s)/Guardians(s) Name	P01
Parent's Email	P03
Parent(s)/Guardians(s) Phone	P03
Duration Locked in/out	Less than 10 mins

Contact Details	
Name	P01 P01
Phone Number	P03
Email Address	P03