



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 | Bright Bees Early Learning(Nicholls) Pty Limited |
| Provider Number | PR-40011902 |
| Provider Approval Status | Approved |

Service

| | |
|---------------------------|-------------|
| Service Legal Entity Name | |
| Service Trading Name | Cubs Corner |
| Service Approval Number | SE-40014097 |
| 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 | 2/08/2023 |
| Incident Time | 03:45 PM |
| Location | Indoors |
| Sub Location | Entrance/corridor |
| Did Emergency Services attend | No |
| Further Details of the Incident | On Tuesday 1st August children were transitioning from the meals area to the playground on level 1, during this time 4 children got in the lift and closed the door, educator seen altered others she needed help and ran down the stairs, she meets the 4 children at the front entrance to the service heading to the courtyard. Nominated Supervisor P01 advised Service Provider, Parents of the 4 children were contact immediately and incident report completed. A call was made to Education department on Tuesday 1st August regarding the incident and left message as unreachable for a call back for further advice regarding the incident for the service. Call back was received to Nominated Supervisor P01 on August 2nd at 2.09 where P01 discussed incident and process service had taken and asked for further advise, was advised to ensure all information put on the Portal and if further information was required the service would be contacted. |
| Details of Action Taken (e.g. First Aid) | N/A |

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 | As soon as incident occurred, Nominated Supervisor P01 informed, Service Provider and parents were contacted by Phone as soon as happened. |
| Name of Witness to the incident | POP01 |
| Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future | - Safety Discussion with children - Educator Reflection as service to do with transition between spaces/ have asked the Seals team to move between playgrounds from there door rather than meals area to playground. |
| Photos and Evidentiary Documents | Documents to be submitted later. |

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 | |
| Parent(s)/Guardians(s) Phone | P03 |
| Duration Locked in/out | Less than 10 mins |

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 | |
| Parent(s)/Guardians(s) Phone | P03 |
| Duration Locked in/out | Less than 10 mins |



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 | |
| Parent(s)/Guardians(s) Phone | P03 |
| Duration Locked in/out | Less than 10 mins |

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 | |
| 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 |