



## 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	Guardian Community Early Learning Centres Pty Ltd
Provider Number	PR-00000823
Provider Approval Status	Approved

#### Service

Service Legal Entity Name	
Service Trading Name	Guardian Childcare & Education Bruce
Service Approval Number	SE-40004913
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	18/08/2020
Incident Time	05:00 PM
Missing Type	Child unattended outdoors - found by staff
Duration Missing	Less than 10 mins
Did Emergency Services attend	No
Further Details of the Incident	Children were transitioning from the outdoor to the indoor environment at approximately 5pm. <b>P01</b> was left unattended outside for a short period of time.
Child's Name	<b>P01</b> <b>P01</b>
Child's Date of Birth	<b>P02</b>
Child's Gender	Male



Details of Action Taken (e.g. First Aid)	<p><b>P01</b> <b>P01</b> (educator) notified the responsible person (<b>P01</b> <b>P01</b>) of the incident at 5:35pm.</p> <p>On 19/08/2020 the nominated supervisor met with and spoke with the educators present in the room on 18/08/2020 in relation to this incident. After speaking with the educators and Operations Manager (<b>P01</b> <b>P01</b>) it was determined the child had been left unattended for less than 5 minutes.</p> <p>A full internal investigation will be undertaken to determine how the child was left unattended.</p>
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	The service is still gathering information surrounding the circumstances leading up to this incident.
Name of parent or guardian notified	<b>P01</b>
Email of parent or guardian notified	<b>P03</b>
Phone number of parent or guardian notified	<b>P03</b>
Name of Witness to the incident	<b>P01</b> <b>P01</b> , <b>P01</b> <b>P01</b> , <b>P01</b> <b>P01</b> and <b>P01</b> <b>P01</b>
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	<p>The centre leadership team to conduct an internal investigation into this incident and communicate the outcome of this investigation to the family.</p> <p>Supervision and transition practices, child protection and risk management will be reviewed using the self-reflection tool to review and enhance the services practices.</p>
Photos and Evidentiary Documents	
Educator Room Log 18082020.pdf	Educator Room Log
Supervision Checklist 18082020.pdf	Supervision Checklist

## Contact Details

Name	<b>P01</b> <b>P01</b>
Phone Number	<b>P03</b>
Email Address	<b>P03</b>