



## 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 Corporate Early Learning Centres Pty Ltd |
| Provider Number          | PR-00004736                                       |
| Provider Approval Status | Approved  |

#### Service

|                           |   |
|---------------------------|---|
| Service Legal Entity Name | Guardian Early Learning Centre- Forrest |
| Service Trading Name      | Guardian Childcare & Education Forrest  |
| Service Approval Number   | SE-40005756                             |
| 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   | 25/05/2023   |
| Incident Time   | 08:30 AM   |
| Location  | Indoors  |
| Sub Location  | Entrance/corridor  |
| Did Emergency Services attend   | No   |
| Further Details of the Incident   | It was reported to the Approved Provider that <b>P01</b> had been observed running out of the glass doors by team members upon a parent arrival. Team members chased after him and after some time looking found him hiding in the pram storage in the hallway. This matter was reported by <b>P01</b> . |
| Details of Action Taken (e.g. First Aid)  |  |
| Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification | To be Confirmed  |
| Name of Witness to the incident   | <b>P01</b>   |



Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

The occurrences and transactions that occurred around these incidents are being investigated. The AP has only just been notified of this incident occurring.

Photos and Evidentiary Documents

|                  |           |
|------------------|-----------|
| <b>P01</b> .docx | Statement |
|------------------|-----------|

### Child Details

|                              |                       |
|------------------------------|-----------------------|
| Child's Name                 | <b>P01</b> <b>P01</b> |
| Child's Gender               | Male                  |
| Child's Date of Birth        | <b>P02</b>            |
| Parent(s)/Guardians(s) Name  | To Be Confirmed       |
| Parent's Email               |                       |
| Parent(s)/Guardians(s) Phone | 0000000000            |
| Duration Locked in/out       | Less than 10 mins     |

### Contact Details

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