



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	Inspired EC Pty. Ltd.
Provider Number	PR-40001517
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Inspired Family Day Care ACT
Service Approval Number	SE-40004289
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	11/05/2022
Incident Time	09:10 AM
Did Emergency Services attend	No



Further Details of the Incident	<p>At approximately 9:10am P01 P01 (FDC Educator) at P03 was inside supporting a child to use the toilet. One other child was inside at the table engaging in an experience. Outside two children (P01 P01 and P01 P01) were playing outside. P01 could hear them from indoors as she was supporting the other child to use the toilet. approximately 1 minute later as P01 was washing her hands the doorbell rang and when P01 went to the door a neighbour was there who noticed P01 and P01 out the front of the FDC residence near the left-hand side gate (as you look at the residence). P01 took the children inside and ensured all children were then accounted for with a roll call before going to inspect the gate. The gate has a high latch that is not accessible to children however when inspected the gate was ajar. P01 Called the ACT Nominated Supervisor (P01 P01) to advise her of the incident. P01 was instructed to immediately put a lock on the gate to ensure it could not be opened unless in an emergency. Families were also notified. One of our ACT mentors (coordinators) has visited P01 today to revise and reflect on her processes and practices, and daily safety checklist and as a service, we will reflect on and review related policies and procedures. Children were out the front of the residence for no more than one minute.</p>
Details of Action Taken (e.g. First Aid)	<p>Educator ensured gate was locked and not accessible, roll call of children to ensure all were accounted for, review of processes, policies and procedures commenced.</p>
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	<p>parents were notified in person upon collection of their children P01 : 15:28 11/05/2022 P01 : 14:44 11/05/2022</p>
Name of Witness to the incident	<p>P01 P01</p>
Educator Name(s)	<p>P01 P01</p>
Educator's Address	<p>P03</p>
Educator's Phone	<p>P03</p>
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	<p>Lock on the gate installed, mentor visited educator 12/05/2022 to discuss strategies for supporting children's supervision and behaviour as well as reviewing and reflecting on current processes, practices and procedures. The service has commenced review of related policies procedures etc</p>
Photos and Evidentiary Documents	
Incident Report - P01 P01 P03 (1).pdf	<p>P01 P01 incident form (signed by parent)</p>
Incident Report - P01 P03 Halls.pdf	<p>Incident form P01 P01 (not yet signed by parent)</p>
unnamed (26).jpg	<p>installed gate lock</p>



Child Details

Child's Name	<u>P01</u> <u>P01</u>
Child's Gender	Male
Child's Date of Birth	<u>P02</u>
Parent(s)/Guardians(s) Name	<u>P01</u> <u>P01</u>
Parent's Email	<u>P03</u>
Parent(s)/Guardians(s) Phone	<u>P03</u>
Missing Type	Child not seen exiting by staff - found by non-staff member
Duration Missing	Less than 10 mins

Child Details

Child's Name	<u>P01</u> <u>P01</u>
Child's Gender	Male
Child's Date of Birth	<u>P02</u>
Parent(s)/Guardians(s) Name	<u>P01</u>
Parent's Email	<u>P03</u>
Parent(s)/Guardians(s) Phone	<u>P03</u>
Missing Type	Child not seen exiting by staff - found by non-staff member
Duration Missing	Less than 10 mins

Contact Details

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