



213A
EDU

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	Alcheringa Enterprises Pty.Ltd
Provider Number	PR-00000370
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Nan's Child Care Centre
Service Approval Number	SE-00009815
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	5/11/2020
Incident Time	11:51 AM
Location	Indoors
Sub Location	Storage area
Duration Locked in/out	Less than 10 mins
Did Emergency Services attend	No



Further Details of the Incident

At 11:51am the children and educators in the Snugglepots studio were tidying away resources within the studio and preparing for lunch. The lead educator unlocked the store room to take soap into the bathroom, leaving the door of the store room slightly ajar for a few seconds as she used the soap. She returned momentarily replacing the soap and closing the door behind her. In this moment 2 children had slipped into the store room and hid behind the door playing hide and seek. At the same time, 11:51am, the second educator in the room noticed that the same 2 children from the group were not in view. They called the educator from the kitchen into the ratio to help look for the children. One educator checked all areas of the room and bathroom while the other checked outside for the children. It was upon the return of the lead educator from checking the balcony that another child pointed to the store room and said, "Here!" When the assistant educator opened the store room at 11:52am the 2 children were found laughing at the educator behind the door. The children were spoken to in regards to their behaviour and parents phoned shortly after to inform them of the incident.

Child's Name

P01 P01

Child's Date of Birth

P02

Child's Gender

Male

Details of Action Taken (e.g. First Aid)

All steps were taken to ensure ratio and supervision was upheld while searching for the children. When the children were found they were spoken to in regards to the behaviour.

Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification

An attempt was made to notify the child's mother by phone at around 12:30pm which was unsuccessful and so a message was left. The child's father then received a call at around 12:45 pm and was informed of the incident. When the child's mother returned the call at around 13:30 she was also informed of the circumstances.

Name of parent or guardian notified

P01 P01

Email of parent or guardian notified

Phone number of parent or guardian notified

P03

Name of Witness to the incident

P01 P01 and P01 P01

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

Staff will be reminded of the policy and risk assessment surrounding storage areas and keeping them locked at all times, regardless of how briefly it may be.

Photos and Evidentiary Documents

P01 INCIDENT_001077.pdf

Incident Report

Contact Details

Name

P01 P01

Phone Number

P03

Email Address

P03



ACT
Government
Education

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Date generated: 05/11/2020