



**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	Woden Community Service Inc.
Provider Number	PR-00005883
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Red Hill OSHC
Service Approval Number	SE-00009701
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	18/03/2021
Incident Time	04:55 PM
Missing Type	Child unattended indoors - found by staff
Duration Missing	More than 10 mins but less than 30 mins
Did Emergency Services attend	No



Further Details of the Incident

P01 P01 (child) arrived at After School Care (Junior Program) in an agitated state from school. The educators paid extra attention to try to keep him engaged. During the afternoon **P01** could see his friends (Senior Program) playing on the oval and the playground equipment. Both coordinators (Junior and Senior Programs) were outside with groups of children and **P01** made his way between the two. He settled to play in the sandpit for a while, interacting with the coordinator, but became agitated when the Junior Program children did not go join the Senior Program children outside the gates. He stood up and started running into the school, heading towards the Kindergarten corridor (his usual calming space). **P01 P01** (Junior Program Coordinator) ran after **P01**, but by the time she reached the top of the stairs, he was nowhere to be seen. **P01** called for assistance via a walkie talkie and proceeded to search every classroom and room. Two of the rooms along the corridor were locked so not able to be searched. **P01** knocked on the doors and called out for **P01** but did not get an answer. **P01 P01** (Senior Program Coordinator) joined the search. A teacher at the school had seen **P01** enter the library but he was not found in the library. **P01** called **P01 P01** (OSHC Manager) to inform her of the situation. **P01** tried to call **P01**'s mother (within 10 minutes of **P01** running away), but she arrived at the service at the same time. **P01**'s mother drove home just to confirm that he had not gone there, but at that time the cleaners entered one of the locked rooms and found **P01** sitting inside. He had run inside to hide and locked the door behind him, and not answered when **P01** had knocked on the door. **P01**'s mother came back to the service, and had a conversation with the Coordinator and Manager about strategies to manage these behaviours in the future.

Child's Name

P01 P01

Child's Date of Birth

P02

Child's Gender

Male

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

The Junior Program Coordinator and Senior Program Coordinator/Nominated Supervisor conducted a search of the school looking in every classroom, room and cupboard they could access. They knocked on locked doors and called out for **P01**. Communication was constant between educators, coordinators and manager throughout the search via walkie talkie. The OSHC manager who was at the service spoke to **P01**'s mother in person as she arrived within 10 minutes of the child running away. **P01**'s mother went home to check and had returned to the service by 5:20pm. During this time, the cleaners had opened one of the locked rooms and found **P01** inside. He had been missing for a total of about 15-20 minutes. The coordinator took **P01** back to the service to his parents.

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

P01's mother, **P01 P01** was contacted within 10 minutes of the incident, on 18/03/2021 at 5:05pm. The phone call was unsuccessful however **P01** arrived at the service at the same time and was spoken to in person.

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

P0 P01, P01 P01



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

The service will ask the school for a master key to have access to the locked rooms if an incident like this was to happen again. The coordinator and Nominated Supervisor will contact the principal to talk about strategies the school uses with **P01**. The Nominated Supervisor has been in contact with the WCS Inclusion Support Officer for support, and will work together to look at options such as funding for raised ratios to support the Junior Program. The service is hoping to have Time-limited funding in place within a week. In the meantime, additional staff will be allocated to the service regardless of funding to minimise this type of incident happening again. All educators have attended supervision training within the last 4 months, and recognise the importance of continuous review and critical reflection of practice. The Junior Program Coordinator will plan discussions about supervision and attending to individual children's needs into daily staff meetings and briefings.

Photos and Evidentiary Documents

Incident Report Form - Red Hill Juniors OSHC 18.03.2021.pdf	WCS Incident report 18.03.2021
Red Hill OSHC - Juniors roster 18.03.2021.pdf	Roster for Red Hill OSHC Junior Program
Red Hill OSHC Junior Program attendance 18.03.2021.pdf	Attendance roll for Red Hill OSHC Junior Program for 18.03.2021
Supervision_Policy_-_Updated_10.2020.pdf	WCS Children's Services Supervision Policy

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P03