



## 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	Trustees of the Roman Catholic Church for the Archdiocese of Canberra and Goulburn
Provider Number	PR-00005878
Provider Approval Status	Approved

#### Service

Service Legal Entity Name	Mother Teresa Early Learning and Care Centre
Service Trading Name	Mother Teresa Early Learning Centre
Service Approval Number	SE-00009814
Service Approval Status	Approved

#### Incident Details

Incident Type	Any circumstances posing risk to health, safety and wellbeing
Incident date	14/08/2024
What action is required?	Any circumstances posing risk to health, safety and wellbeing
Risk due to	Localised Issue
Closed as a result of	<p>The children were playing hide 'n seek in the outdoor area. Two children hid in the bag area (garden shed), another child or two shut the door on them and latched it. There were no adult witnesses to this action and the children were found by a parent and staff member when they were looking for a drink bottle in the shed.</p> <p>This incident occurred at 5:15pm on Wednesday 14th August, 2024. The staff questioned the girls and they did not see who shut the door, and no one owned up either. This caused a lot of stress on the staff involved, therefore there was a delay in notifying the nominated supervisor and affected families.</p> <p>No emergency vehicles were required.</p> <p>The nominated supervisor notified the provider as soon as she became aware and notified the affected families upon their arrival in the morning. The shed was immediately locked to eliminate further incidences and staff were briefed about ensuring the need for adequate head counts and safe places to hide during their games.</p>



Please upload any relevant documentation

Incident at Mother Teresa Early Learning Centre.docx	Nominated Supervisor notes
20240815142928794 (1).pdf	Staff reflection - [REDACTED]
[P01].docx	Staff reflection - [P01]
[P01] [P0].docx	Staff reflection - [P01]

## Contact Details

Name	[P01]
Phone Number	[P03]
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