



## 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	Communities@Work
Provider Number	PR-00005824
Provider Approval Status	Approved

#### Service

Service Legal Entity Name	
Service Trading Name	Communities@Work Charles Weston Out of School Hours Care
Service Approval Number	SE-40005645
Service Approval Status	Approved

#### Incident Details

Incident Type	Reg 175-Any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service
Please supply the following information: -Detailed description of the incident including nature of risk, cause etc -Detailed description of impact on the operation of the service -Involvement of emergency services or other authorities (if relevant) -Action taken by Approved Provider to manage the risk -Any other relevant information	<p>1-10-2020 @ 11.05am - During an incursion P01 P01 (educator) noticed a man standing inside school grounds wearing a hi vis vest. P01 suspected he was filming children engaged in the Lazer Tag incursion, and informed P01 P01 (educator). P01 approached the man and asked if he was filming the children. The man showed P01 the video on his phone. P01 informed him this was not allowed and requested he delete the video immediately. P01 watched as he deleted the video. The man left the school grounds and sat in his car.</p> <p>11.08am - P01 informed P01 P01 (Nominated Supervisor) of the situation. 11.10am - P01 contacted P01 P01 (OSHC Senior Educational Leader) and informed her of the situation. P01 informed P01 the man was sitting in his car (Silver Toyota, P01 P03 P01 requested P01 ensure all OSHC educators were informed about the situation, and to follow up with Front Office staff or BSO immediately to confirm if the man was meant to be on site.</p> <p>11.30am - P01 spoke with a School staff member who confirmed the BSO had already informed them about the situation. The school confirmed the man is employed by the School to support BSO with maintenance, has a current WWVP card and is aware he is not allowed to film children. The School staff member stated they will speak to him immediately to ensure this incident does not occur again. 11.41am – P01 informed P01 the School has confirmed the man is employed by the School and has permission to be on site. P01 debriefed with morning team and informed the afternoon team of the situation.</p>

Submitted By: P01 P01



Incident date	1/10/2020
Risk due to	Localised Issue
Please upload any relevant documentation	
Charles Weston OSHC - Incident Report 1-10-2020.pdf	Charles Weston OSHC - Incident Report 1-10-2020

## Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P03