



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	Communities@Work
Service Trading Name	Communities@Work Isabella Plains Early Childhood Service
Service Approval Number	SE-00011293
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	22/02/2024
Incident Time	10:43 AM
Did Emergency Services attend	No
Further Details of the Incident	During an Evacuation Drill, a child was discovered unaccounted for during the secondary head count and roll call. Upon further investigation child was accounted for within 5 minutes.
Details of Action Taken (e.g. First Aid)	At 10.43am, the school alarm went off sounding an evacuation drill, which the service also participates in. Before the children and educators left for the emergency exit door, an educator in the Infants Room conducted a head count and then everyone walked to the exit gate. At 10.44am, as all the children from all rooms assembled at the gate, P01 (Educator) recounted the Infants and realised they were one child short. P01 (Centre Manager) conducted the role call and P01 (14 months) was deemed unaccounted for. At 10.46am P01 returned to the room and found P01 playing happily in the floor tunnel. P01 (Assistant Manager) was present and supported both the educator and the child. At 10.51am, the evacuation drill was finalised and everyone returned to the service.



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

Upon collection of **P01** that afternoon, **P01** (mother) was spoken to by **P01** regarding the incident. **P01** was not concerned and thanked **P01** for letting her know.

Name of Witness to the incident

P01, **P01**, **P01** and **P01** (Educators)

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

A meeting with the Infants team was conducted immediately following the drill. The evacuation plan process and procedure were reviewed, re-explaining the roles and responsibilities of all team members and then displayed within the room for additional support reminders.

Photos and Evidentiary Documents

Evacuation and lock down drills - Pearls.docx

Evacuation plan

evaluation report.pdf

Evacuation evaluation report- Pearls

Pearls Room Team meeting **P03**.docx

Team meeting minutes

Child Details

Child's Name

P01 **P01**

Child's Gender

Female

Child's Date of Birth

P02

Parent(s)/Guardians(s) Name

P01 **P01**

Parent's Email

P01 **P01**

Parent(s)/Guardians(s) Phone

P03

Missing Type

Child unattended outdoors - found by staff

Duration Missing

Less than 10 mins

Contact Details

Name

P01 **P01**

Phone Number

P03

Email Address

P01 **P01**