



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	Miles Franklin Primary School P & C Association Inc
Provider Number	PR-00005851
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Miles Franklin Out Of School Hours Care
Service Approval Number	SE-00009693
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
Incident date	4/05/2022
Incident Time	AM
Did Emergency Services attend?	No
Risk due to	Localised Issue
Please upload any relevant documentation	
MFOSHC BSC no RP on arrival procedure.docx	MFOSHC BSC no RP on arrival procedure



Incident Management

Steps that were taken or will be taken to prevent or minimise this type of incident in the future

Detailed description of the incident including nature of risk, time, cause, etc.

On the morning of Wednesday the 4th of May, our staff arrived at the service to open for Before school care. At this time there was no responsible person at the service. The staff opened and allowed children to come in and assumed care of the children at our normal time of 7:30.

One of our staff members tried to make contact with our Director and also tried to contact other responsible persons. At about 7:50 our staff member **p01** made contact with one of our responsible persons, **p01**. **p01** quickly responded and came in to work, arriving at about 8:10.

Our staff made the decision to open as they felt they could confidently ensure the health, safety and wellbeing of the children. They had 5 educators on staff to cover the ratio of the children throughout the morning and were confident that they would have made contact with at least one of our other 5 responsible people.

After this **p01** (me) our Centre Director and **p01** (Operations manager) created a new procedure for before school care in the circumstance that their is no responsible person has arrived.

Child Details

Child's Name

Child's Gender

Child's Date of Birth

Parent(s)/Guardians(s) Name

Parent's Email

Parent(s)/Guardians(s) Phone

Contact Details

Name

p01 **p01**

Phone Number

P03

Email Address

P03