



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	Alcheringa Enterprises Pty.Ltd
Provider Number	PR-00000370
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Nan's Child Care Centre
Service Approval Number	SE-00009815
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	30/04/2021
Incident Time	08:45 AM
Missing Type	Child unattended indoors - found by staff
Duration Missing	Less than 10 mins
Did Emergency Services attend	No
Further Details of the Incident	At approximately 8:40am, the children from the Snugglepots and Cuddlepies rooms, who were combined at the time, were transitioning from the room down to the playground. The educators walked with the children through the large playground to the small playground and begin checking them into the yard on their role. As they were still transitioning, a staff member notified P01 p01 (Preschool Teacher/Co-Director), that p01 was sitting outside the bathroom trying to put his pants on. The children were still transitioning to the playground and b01 was taken to join them. It was less than 5 minutes and p01 was not distressed.
Child's Name	p01 p01
Child's Date of Birth	p01
Child's Gender	Male

Submitted By: p01 p01



Details of Action Taken (e.g. First Aid)	Spoken with both the Father (P01 p01) and Mother (p01 P01) via phone call and had group and individual meetings with the educators on duty.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	p01 P01 was contacted at 3:10pm (30th April 2021) with no answer. We then contacted P01 p01 at 3:10pm and notified him of the incident. p01 P01 called back at around 4:40pm.
Name of parent or guardian notified	p01 P01 and P01 p01
Email of parent or guardian notified	P03
Phone number of parent or guardian notified	P03
Name of Witness to the incident	P01 p01
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	The educators were spoken to about effective supervision and counting and marking off the children as they transition to and from different play spaces. The educators were also spoken to about talking with the children to notify them when they need to use the bathroom.
Photos and Evidentiary Documents	
img-210430172512.pdf	p01 Incident Report

Contact Details

Name	p01 p01
Phone Number	P03
Email Address	P03