



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	Community Services #1 Incorporated
Provider Number	PR-00005865
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Narrabundah Children's Cottage
Service Approval Number	SE-00009816
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 is mistakenly locked in or locked out of the education and care service premises or any part of the premises
Incident Date	2/03/2021
Incident Time	04:30 PM
Location	Outdoors
Sub Location	Storage shed
Duration Locked in/out	Less than 10 mins
Did Emergency Services attend	No
Further Details of the Incident	Educators were packing away equipment in the outside storage shed. Educators walked away from shed to collect more equipment. Child entered the open shed unattended. A new educator entered the yard noticing the shed door open, approached the shed and closed the door, walking away from the shed. Grandparent of child entered yard and asked where child was. Educators looked for child. Educator opened shed door to discover the child in the shed. The child was not distressed. The time between the educator closing the shed door and the educator discovering the child was approx. 1 minute.
Child's Name	p01 p01
Child's Date of Birth	P02

Submitted By: P01 p01



Child's Gender	Female
Details of Action Taken (e.g. First Aid)	Child was reunited with grandparent. Child was checked for any signs of distress, injury etc. Centre Director spoke with grandparent and child. .
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	02/03/2021 - 4:30pm Centre Director spoke with Grandparent at the time of the incident. Centre Director checked that the child was okay. Centre Director explained how the incident occurred and the steps that would be taken following the incident including reporting procedures. Grandparent was not distressed at this time. Centre Director contacted child's mother by phone at 4:55pm. Centre Director informed Mum of the incident and apologised. Centre Director gave Mum advice on conversations she could have with the child regarding the incident to acknowledge the incident and ensure her feelings are recognised. Mum was not distressed at this time. Centre Director followed up with an additional phone call at 6:53pm to check how the child was going and informed Mum of processes that followed the incident including the debrief session and plans to prevent incidents like this happening in the future.
Name of parent or guardian notified	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	Debrief session was held for educators involved in incident. Discussion was had regarding how the incident was able to occur, mistakes that lead to the incident and how to prevent incident from happening again in future - Educators will not pack away until after 5pm - Educators will have conversations during group times with children about not entering the shed - Educators will complete a thorough check of the shed before closing the door - Signs have been placed on the shed door to remind educators to check before closing - Educators will not leave the shed door open unattended - Additional lock has been added to the shed out of children's reach to ensure the shed can be secured from children's access
Photos and Evidentiary Documents	
incident 233-1.pdf	Incident Report

Contact Details

Name	p01 p01
Phone Number	P03
Email Address	P03

Submitted By: P01 p01



ACT
Government
Education

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