



## 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	Camp Australia Pty Limited
Provider Number	PR-00002539
Provider Approval Status	Approved

#### Service

Service Legal Entity Name	
Service Trading Name	Camp Australia - St Jude's Primary School OSHC
Service Approval Number	SE-40016130
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	30/03/2022		
Incident Time	AM		
Did Emergency Services attend?	No		
Risk due to	Localised Issue		
Please upload any relevant documentation			
	<table><tr><td>20220411 - Camp Australia St. Jude's Primary School OSHC Incident Notification Combined 30'310322.pdf</td><td>Form</td></tr></table>	20220411 - Camp Australia St. Jude's Primary School OSHC Incident Notification Combined 30'310322.pdf	Form
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## 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.

The service did not meet the requirement of Operating with Department Mandated Overstaff on the following occasions.

30/3/22 – After school care session

At 1:00 pm Workforce planning informed OSHC Director **P01** **P01** that a shift cannot be filled after exhausting all the available options – Agency as well as any available Camp Australia Educators in ACT region.

The shift was unfilled as one of the consistent educators is in isolation due to COVID.

The decision to operate the service complying with educator to child ratio and utilising the rostered mandated overstaff to cover the ratio was taken in consultation with the Regional Manager **P01** due to the late minute cancellation and impact to the families, the school was not able support in this instance.

As a result, the After School care session operated from 3:00 pm to 3:48 pm with 62 children in attendance and 6 educators.

From 3:48 pm the number of children dropped down to 54 children to 6 educators, where the attendance numbers allowed the service to meet the overstaff requirements.

31/3/22 - After School Care session

At 1:00 pm the Workforce planning team informed OSHC Director **P01** **P01** that all the avenues have been exhausted to fill a shift. The shift was unfilled due to one of the consistent educators is currently in isolation due to COVID.

The decision to operate the service complying with educator to child ratio and utilising one of the two mandated overstaff educators being placed into ratio to avoid disruption for the families at last minute.

The service operated for 79 children in care with 9 educators (8 educators and 1 Mandated Overstaff) rostered.

At 3:56pm the number of children in the service dropped to 77 with 9 educators, making the service in compliance to the requirement of Mandated Overstaff.

## 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**

Submitted By: **P01** **P01**



**ACT**  
Government  
Education

Notification Number: **NOT-40690062**  
Date generated: 11/04/2022

Phone Number

**P03**

Email Address

**P03**

Submitted By: **P01** **P01**