



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	Alfoom Investments Pty Ltd
Provider Number	PR-40000959
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Gungahlin Kinder Haven
Service Approval Number	SE-40001554
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	4/01/2021
Incident Time	11:50 AM
Location	Indoors
Sub Location	Play Space/Classroom
Duration Locked in/out	Less than 10 mins
Did Emergency Services attend	No
Further Details of the Incident	At approximately 11:50AM, P01 P01 the Centre cook had taken the lunch trolley upstairs to the junior preschool rooms. On arrival to the room P01 found P01 P01 in the room sitting on the couch with no educators in the room. P01 stated P01 was calm and happy but checked that he was okay and there were no obvious reasons for him being in the room before taking him back outside with the educators and other children.
Child's Name	P01 P01
Child's Date of Birth	P02
Child's Gender	Male



Details of Action Taken (e.g. First Aid)	P01 P01 , the Centre cook who found the child, ensured that the child was okay. The child appeared calm and happy and did not display any sign of injury. When the child was taken back outside with the educators and other children, the educators ensured he returned to play.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	P01 P01 's mother, P01 P01 , was contacted via the phone at 3pm by P01 P01 , who was one of the educators in P01 's Room. The situation that occurred was explained to her including where P01 had gone and where the other children and educators were located.
Name of parent or guardian notified	P01 P01
Email of parent or guardian notified	
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 have had a conversation about active supervision, doing head counts on a regular basis and ensuring that they are communicating to each other when they are leaving the room and how many children are present. Educators have been provided with a copy of the supervision policy to read and review and have been asked to sign that they have completed this
Photos and Evidentiary Documents	
Incident Report.pdf	Supporting Docs

Contact Details

Name	P01 P01 - Acting Assistant Centre Manager
Phone Number	P03
Email Address	P03