



## 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	Woden Community Service Inc.
Provider Number	PR-00005883
Provider Approval Status	Approved

#### Service

Service Legal Entity Name	
Service Trading Name	Garran OSHC
Service Approval Number	SE-00009677
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	4/12/2020
Incident Time	04:00 PM
Missing Type	Child seen exiting by staff - retrieved by staff
Duration Missing	More than 10 mins but less than 30 mins
Did Emergency Services attend	No
Further Details of the Incident	<b>P01</b> <b>P01</b> and <b>P01</b> <b>P01</b> left the program premises with a friend from school (not attending the service) to walk to the Garran Shops. The children were seen walking onto the public foot path by a casual staff member, who was unsure if they were service users as it was during the peak school pick-up time when many other parents and students were coming and going. <b>P01</b> and <b>P01</b> were seen returning by the same staff member who immediately spoke with them and notified the shifts coordinator. <b>P01</b> was later found once again trying to leave the premises, but staff intervened and convinced him to stay.
Child's Name	<b>P01</b> <b>P01</b>
Child's Date of Birth	<b>P02</b>
Child's Gender	Male

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



Details of Action Taken (e.g. First Aid)	P01 and P01 were spoken to about the program boundaries and we discussed stranger danger and the responsibility the service has for the children.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	P01's father was phoned to notify him of what was happening at about 4:45 and P01's caregiver was notified when he was picked up at 5:50. An incident report of the event has been completed.
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 and P01P01
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	The service will be offering supervision training to all staff. Staff will have a formal talk with children regarding the program boundaries, stranger danger and the responsibility the service has to caring for the children. Staff will also reevaluate the distribution of staff and supervision maps to ensure that boundaries are adequately supervised with staff who know the children at the service located nearest the boundaries.
Photos and Evidentiary Documents	
	P01 P01.docx P01 P01 Contact Information
	Incident Report Form - 201.pdf WCS Incident Report Form

## Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P03