



## 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 LIMITED
Provider Number	PR-00005883
Provider Approval Status	Approved

#### Service

Service Legal Entity Name	Woden Community Service Incorporated
Service Trading Name	Hughes OSHC
Service Approval Number	SE-00009686
Service Approval Status	Approved

#### Incident Details

Incident Type	Child Missing
Incident Date	17/03/2025
Incident Time	17/03/2025 03:45 PM
Did Emergency Services attend	No
Further Details of the Incident	<p>15:45 - <b>P01</b> was playing in the year 6 area and he alerted staff that he wanted to go outside. The staff member radioed to the outdoor staff member to let them know that he was coming outside. The outdoor staff member radioed back, after <b>P01</b> did not arrive at 15:50, into the initial educator to inform them that <b>P01</b> had not arrived outside. The service manager and assistant coordinator then enacted a search to find where he had gone. The assistant coordinator found <b>P01</b> at the "Blue Gum" playground at 15:55 and tried to have a discussion with him about being in the line of sight and why he was in this location (map to be sent). <b>P01</b> (mum) was contacted at 16:01.</p> <p>Supervision Plan and Map to be sent Service Risk Assessment to be included</p>
Details of Action Taken (e.g. First Aid)	<p>Parents were contacted Inclusion plan followed Discussion with family</p>



Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Mother, <b>P01</b> <b>P01</b> was contacted via telephone at 16:01, Text confirming collection and discussion on arrival.
Name of Witness to the incident	<b>P01</b> <b>P01</b> <b>P01</b> and <b>P01</b> <b>P01</b>
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	Supervision Plan to be reviewed and updated Child Inclusion plan and Behaviour Action plan to be reviewed and implemented respectively. More details to be supplied.
Photos and Evidentiary Documents	
<input type="text" value="CECA - Initial Blank.docx"/>	<input type="text" value="Details to be submitted"/>

### Child Details

Child's Name	<b>P01</b> <b>P01</b>
Child's Gender	Male
Child's Date of Birth	<b>P02</b>
Parent(s)/Guardians(s) Name	<b>P01</b> <b>P01</b>
Parent's Email	<b>P03</b>
Parent(s)/Guardians(s) Phone	<b>P03</b>
Missing Type	Child unattended outdoors – found by staff
Duration Missing	Less than 10 mins

### Contact Details

Name	<b>P01</b> <b>P01</b>
Phone Number	<b>P03</b>
Email Address	<b>P03</b>