



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	CHABAD ACT LIMITED
Provider Number	PR-40001919
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	My Little Star Early Learning Centre
Service Approval Number	SE-00014279
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	26/10/2022
Incident Time	11:10 AM
Location	Outdoors
Sub Location	Play Space/Classroom
Did Emergency Services attend	No
Further Details of the Incident	At 4:10 pm yesterday (Wednesday, 2 November), an educator informed me that she found a child (p01 p01) outside by himself on Wednesday, 26 October 2022. p01 stated that the Toddler children were inside having lunch when she saw p01 alone. She quickly collected p01 and brought him inside, and comforted him.
Details of Action Taken (e.g. First Aid)	None required.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	p01 p01 was notified via phone call at 12:00 pm, Thursday, 3 November. As I needed to take unexpected leave, the team only notified me in person when I returned to work on Wednesday, 2 November.

Submitted By: p01 p01



Name of Witness to the incident	p01 - Part-time ECT
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	The team conducts head counts each time they exit and re-enter the building. We have had multiple staff illnesses and needed to rely heavily on agency staff who do not know the children they're caring for. The team are aware that this is the third incident happening in their classroom and is taking it very seriously.
Photos and Evidentiary Documents	
p01 Email Communication.png	Email Communication
p01 Incident 26 Oct 22.pdf	p01 Incident Form

Child Details

Child's Name	p01 p01
Child's Gender	Male
Child's Date of Birth	p01
Parent(s)/Guardians(s) Name	p01 p01
Parent's Email	P03
Parent(s)/Guardians(s) Phone	P03
Duration Locked in/out	Less than 10 mins

Contact Details

Name	p01 p01
Phone Number	P03
Email Address	P03