



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	OORAMA OPERATIONS PTY LIMITED
Provider Number	PR-40001489
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Symonston Kinder Haven
Service Approval Number	SE-00009842
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	8/08/2023
Incident Time	04:20 PM
Did Emergency Services attend	No
Further Details of the Incident	A parent had walked into the preschool room and identified a child alone unsupervised. The child was returned to the outdoor space where team members were.
Details of Action Taken (e.g. First Aid)	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	The parent was notified on 9/8/23
Name of Witness to the incident	p01 p01, P01 p01



Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Action Taken:

- 1) Supervision plan reviews
- 2) Supervision toy box talk
- 3) Supervision modules on the learning lounge
- 4) WDWC and ratio reviews - head counts
- 5) Transition reflections
- 6) Witness statements collected

Photos and Evidentiary Documents

KH Symonston Supporting Doc 9.8.23.pdf

Supporting Doc

Child Details

Child's Name

p01

Child's Gender

Male

Child's Date of Birth

P02

Parent(s)/Guardians(s) Name

P01 p01

Parent's Email

Parent(s)/Guardians(s) Phone

P03

Missing Type

Child unattended indoors - staff notified by non-staff member

Duration Missing

Less than 10 mins

Contact Details

Name

p01 p01 - Centre Manager

Phone Number

P03

Email Address

P03