



## 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	Caerus Early Learning Pty Ltd
Provider Number	PR-40013119
Provider Approval Status	Approved

#### Service

Service Legal Entity Name	Caerus Early Learning Pty Ltd
Service Trading Name	Coombs Early Learning
Service Approval Number	SE-40010858
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	26/10/2023
Incident Time	04:20 PM
Did Emergency Services attend	No
Further Details of the Incident	<b>P01</b> left the Coombs Early Learning Service on 26/10 after 4.17pm. <b>P01</b> and the other child slipped out through the fire exit door unnoticed. The children took time to pack their bags <b>P01</b> took his jacket and special toy. <b>P01</b> reappeared at the Coombs ELC alerting <b>P01</b> <b>P01</b> Ed Leader that the other child was missing and we should go and look for her.
Details of Action Taken (e.g. First Aid)	Upon <b>P01</b> appearing at the front door of the Coombs Service we established that he had left unnoticed with another child. Ed Leader <b>P01</b> <b>P01</b> set off on foot with <b>P01</b> to find the other child. <b>P01</b> indicated that they were headed to Charles Weston School adjacent to the Coombs Service. The other child was located by the OOSH Team and then <b>P01</b> , <b>P01</b> <b>P01</b> and the other child returned to the Coombs Early Learning service. With Mum in attendance <b>P01</b> reviewed the escape with <b>P01</b> , he indicated he went through a gate that was unsecured.



Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Mum <b>P01</b> , <b>p01</b> was notified upon her arrival at the Coombs Service approx 5.40pm
Name of Witness to the incident	<b>P01</b> <b>P01</b> <b>P01</b> <b>P01</b> (parent
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	<p>Installation of an alarm on the Fire Door to alert of opening of the door.            Risk Management Plan for the Classroom            Immediate roster review            New security gate to be installed            Latches installed on the toilet door to prevent access to classroom while children are outside            Conversations with children regarding safe play            Review with the Pre School team on further ideas to support active supervision within the classroom            Review of <b>P01</b>'s behaviour support plan</p>
Photos and Evidentiary Documents	
<b>P01</b> <b>p01</b> .pdf	Incident form

### 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>
Parent's Email	<b>P03</b>
Parent(s)/Guardians(s) Phone	<b>P03</b>
Missing Type	Child not seen exiting by staff - 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>P01</b>