



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	Emmaus Christian School Canberra Limited
Provider Number	PR-00005855
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Emmaus Christian School Canberra
Service Approval Number	SE-00009670
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	7/07/2021
Incident Time	04:15 PM
Did Emergency Services attend	No
Further Details of the Incident	<p>P01 and P01 (sister) were playing together. P01 hurt P01 on the arm on purpose. P01 came to P01 to attend to her needs. P01 was then behind P01 and then ran exiting the classroom sliding door. P01 noticed P01 was not standing there, looked for him and noticed he was not in the room, saw the sliding door was open. P01 asked P01 to go and find him, indicating that he has likely exited through the sliding door. P01 saw him (58 steps from the classroom) on the path toward the gate to the playground. This gate is usually locked, it seems the maintenance people left it open (I will follow that up). P01 was careful to not run after him and invoke him to run also. So she walked promptly to catch up. P01 proceeded to walk off campus toward Dickson College. Whilst he kept walking P01 kept calmly prompting P01 to stop so they could talk about it, let's turn around and head back to the school, it's not safe to stay out here we need to go back to the school etc. She eventually convinced P01 to turn around and head back to the school. She did not leave him at any point in time. In the suddenness of going after P01 she did not pick up her phone and therefore did not have it on her to update staff on what was happening. Usually we allow staff to carry their phones on them to communicate with one another if needed, but not to be used for social purposes. They arrived back at the</p>

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



school, where his mum and dad spoke and P01 spoke with P01 about the importance of him being safe, he is too valuable to loose, not to run off, to go to a calming down space instead.

During the time that P01 and P01 were off campus; P01 phoned P01 P01) P01's mum, P05 to let her know that P01 had run off and we needed help to look for him. P01 P01 went looking for him also. P01 our Bursar kept a look out at the two office exits. P01 P01 (P01's teacher) happened to come across staff looking for him and also started looking as did two of the on site construction workers. P01 asked P01 P01 in the preschool area to check her numbers of children and if possible help to look for P01 Upon debriefing with staff and the mother the experience was far more stressful for those left on campus looking for P01 as they did not know of his whereabouts whereas P01 was not as deeply affected as she know where he was and that he was safe.

Usually we run the primary component of vacation care is run out of the one of the preschool classrooms and the preschool classes combine in the one preschool classroom. We roster an additional staff member on for support with high needs children and keep the numbers lower than the 1:11 ratio. We had thought that this was sufficient still as staff could communicate an pull the extra staff member across for support with the primary student if needed. Given the children who attend OOSH have become used to the new building that opened this year during term time. we felt it appropriated to try running the primary student vacation care out of this break out and classroom space.

There were 17 children in the preschool that day.
There were 16 Primary students on that day.

At 4:15pm there were 8 children in the preschool .
At 4:15pm there were 10 children in the primary space.

Total staff working with Preschoolers @ 4:15

P01 P01 (Diploma)
P01 P01 (Diploma)
P01 P01 (Studying Cert III ECEC)

Total of staff working with Primary student @ 4:15:

P01 P01 (Diploma equivalent/Studying towards - exemption granted) Assistant Director of Vacation Care and After School Care.
P01 P01 (not qualified, no qualification needed)

Whilst as a close colleague of P01 P01's I did know that P01 recently has been more recently diagnosed with P05 (were her words). This information was not disclosed on his afters enrollment form. I have since asked for P01 P01's permission to talk with P01 about this diagnosis.

P01 is not characterised by running of. He is a quiet child who can need some support to fit in, but is largely not characterised with behavioral issues. Given that he is in Grade 4 and may be going through some changes we will need to consider his behavior may change.

His mum confirmed today that he has never run before, but feels bad when he "lashes out" at his sister and likely ran because of this.



<p>Details of Action Taken (e.g. First Aid)</p>	<p>P01 follow and stayed with P01 at all times. P01 phoned several people to help look, including his mum. His Mum rang his Dad who came immediately.</p> <p>Whilst we already have an additional staff member in the preschool who can be called upon to go across to the next door classrooms; I have asked P01 to ring around and try to find an additional staff member for the primary classes. We think it's likely that we can do this even with the industry staffing shortage issues.</p> <p>P01 has reflected and believes that a form similar to that that parents fill in for excursions about behavioral expectations, can be a positive way to communicate to parents the importance of maintaining school rules during the program to keep everyone safe. Then hopefully parents will be talking preemptively with their children about following school rule and staying safe.</p>
<p>Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification</p>	<p>P01 P01 was phoned at 4:15. Pretty promptly after P01 had left to look for him. Time of the incident is obviously close to this and no one looked specifically at their watch to record a time.</p>
<p>Name of Witness to the incident</p>	<p>P01 P01, P01 P01</p>
<p>Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future</p>	<p>Additional staff member rostered on, just in case something like this happens again.</p> <p>P01 will draw up a note for parents detailing expectations around safe behaviours for parents as a reminder to talk with their children about safe behaviours.</p> <p>We will remind staff that if they are willing to leave their phones on them please take them with you if you are going after a child who has run off. Or if they don't want to keep their phones on them we have walkie talkies in the office that can be used instead.</p> <p>Please note that at the time discussions happened between staff and parents, but an incident form was not thought of until late when I had popped in and was debriefing with staff (currently on leave).</p> <p>In my discussion with P01 P01 today I asked her if she could sign the incident form when she is in next. She has taken a few days leave also, but will pop past when she is out this way and sign it.</p> <p>In my discussions with P01 P01 today I asked if P01 appeared distressed after the event of later. She said that when she saw him she tried to talk about the risks associated with running of, and that he was able to say that he could have been taken if P01 wasn't there. She reported that he mainly appeared remorseful last night and today. She said last year when he had anxiety challenges he had sleepless nights. Last night she reported that he slept the whole night and did not appear affected by the incident. (So grateful!)</p> <p>I hope that I have supplied all aspects of information you may need.</p> <p>All staff have a current WWVP or extended due to COVID times.</p>
<p>Photos and Evidentiary Documents</p>	
<p>Educator Approval Request Form 2020.asd.doc</p>	<p>P01's approval for Diploma equivalent</p>
<p>Parent notification proof.docx</p>	<p>Parent notification proof</p>



Child Details

Child's Name	P01 P01
Child's Gender	Male
Child's Date of Birth	P02
Parent(s)/Guardians(s) Name	P01 P01 P01
Parent's Email	P03
Parent(s)/Guardians(s) Phone	P03
Missing Type	Child not seen exiting by staff - found by staff
Duration Missing	Less than 10 mins

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P03