



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 Inc.
Provider Number	PR-00005883
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Garran OSHC
Service Approval Number	SE-00009677
Service Approval Status	Approved

Incident Details

Incident Type	Reg 12-Any emergency for which emergency services attended
Incident Date	16/07/2020
Incident Time	12:15 PM
Further Details of the Incident	Child started a fire with a lighter inside school's toilets while attending WCS Garran School Holiday Program. Fire Emergency Services and Police attended the scene. Incident is still under investigation by ACT police.
Child's Name	P01 P01
Child's Date of Birth	P02
Child's Gender	Male
Details of Action Taken (e.g. First Aid)	Children and educators evacuated and accounted for. Contacted immediate manager first as emergency services and school staff were immediately at the scene. Contacted all families via phone calls or messages. Monitored children and their behaviours to ensure safety and security. Investigated by asking educators. Informed police of observations. Monitored and stopped photographers of taking pictures of the children. Moved children away from the scene to the joint preschool for water and toilets. continuously talked to school staff, fire commander and police.



Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Coordinator and Manager organised for the enrolments team to call all families immediately. if parents did not answer, a phone message was sent. Families were notified of the fire and children's location at the preschool.
Name of parent or guardian notified	P01 P01 P01 's Case Manager
Email of parent or guardian notified	P03
Phone number of parent or guardian notified	P03
Name of Witness to the incident	P01 P01 - Coordinator
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	<p>Reminding educators to stay alert to objects children bring to school and if children mention dangerous items, to notify the coordinator immediately.</p> <p>Regular toilet checks, coordinator will assign a male educator to check the boys toilets and a female educator to check the girl's toilets. This will be done every 30 minutes or whenever deemed necessary.</p> <p>Coordinator to discuss the possibility of random bag checks if deemed necessary or if information has been reported of dangerous items.</p> <p>Torrens coordinator will follow up with the child and case manager when school returns</p>
Photos and Evidentiary Documents	
Garran Fire Incident Report.pdf	Garran SHP WCS Incident Report
Garran Fire Observation Report.docx	Observation Report by P01 P01

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P01