



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	EARLY EDUCATION INITIATIVE PTY. LTD.
Provider Number	PR-40001430
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	McKellar Cottage
Service Approval Number	SE-00009812
Service Approval Status	Approved

Incident Details

Incident Type	Reg 175-Any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service
Incident date	1/08/2022
Incident Time	AM
Did Emergency Services attend?	No
Risk due to	Localised Issue
Please upload any relevant documentation	
Family Grievance tracking of communication.pdf	Family grievance
Family Grievance tracking of communication.pdf	Family Grievance and relevant information



Incident Management

Steps that were taken or will be taken to prevent or minimise this type of incident in the future

Detailed description of the incident including nature of risk, time, cause, etc.

On 1/8/22 parent arrived to collect their child and at a later date emailed a formal complaint to our service, saying that their child did not receive the proper supervision

Please see the Family Grievance and tracking of communication between family and service

Child Details

Child's Name

Child's Gender

Child's Date of Birth

Parent(s)/Guardians(s) Name

Parent's Email

Parent(s)/Guardians(s) Phone

Contact Details

Name

P01P01

Phone Number

P03

Email Address

P03