



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	FEL Child Care Centres 4 Pty Ltd
Provider Number	PR-40004076
Provider Approval Status	Approved

Service

Service Legal Entity Name	FEL CHILD CARE CENTRES 4 PTY LTD
Service Trading Name	Busy Bees at Amaroo
Service Approval Number	SE-40007033
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	26/09/2023
Incident Time	AM
Did Emergency Services attend?	No
Risk due to	Localised Issue
Please upload any relevant documentation	Documents to be submitted later



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 26 September a staff member reported to management that a child (aged 4yrs old) was alleged to have been left unsupervised on the nappy change bench. An educator walked into the bathroom area and was not able to see an educator supervising.

An investigation has commenced into the alleged incident. Witness statements have been started to be gathered however the staff member potentially involved is away on personal leave and then has planned annual leave until the 9 October 2023. Our investigation will not be able to be completed until 13 October 2023 when we can provide further information and or an investigation report.

Educators will be requested to sign the nappy change and toileting policy and nappy and toileting competency checks will take place for the Kinder 3 classroom.

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

P01 P01

Phone Number

P03

Email Address

P03