



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	Communities@Work
Provider Number	PR-00005824
Provider Approval Status	Approved

Service

Service Legal Entity Name	Communities@Work
Service Trading Name	Communities@Work Mt Rogers Out of School Hours Care
Service Approval Number	SE-00009695
Service Approval Status	Approved

Incident Details

Incident Type	Any circumstances posing risk to health, safety and wellbeing
Incident date	19/03/2025
What action is required?	Any circumstances posing risk to health, safety and wellbeing
Risk due to	Localised Issue



Closed as a result of

Child name: P01 P01
Date of birth: P02
Total time unaccounted for: 3 min
Parents Notified about the incident around 12pm on the same day.

P01 P01 abscond from the hall space during roll call.
P01 is additional need and has P05
P05

The incident occurred during roll call at 8.47am. Team had seen P01 sitting on the stage behind educator at the start of the group time, and had let her remain there to support her maintain her regulation as she has difficulty sitting still and listening. When Educator had gotten to her name on the roll, there was no response. P01 looked behind and she had left the stage area. Other educators, P01 and P01, informed P01 they are already looking for her. P01 had left the hall space and had not been seen leaving by an educator, however from when she was last seen to when her name was called was roughly 30 seconds, and by that time other educators had already noticed and started looking for her. P01 and P01 checked the bathrooms, North Playground, and Kindie within the first 2 minutes of her missing, before P01 completed roll and joined the search. P01 walked out of the hall and to the Spider where I found her sitting on the steps of the demountable. P01 was found within 3 minutes of her being missing. P01 was accounted for by 8:50.

When talking to P01 she stated she left the hall because she was upset, as another child told her to "shut up". P01 had asked P01 who the child was, and she couldn't tell their name. P01 spoke to her about talking to an educator so we can help her, and reinforced that we are here to support her. P01 told her we were really worried because we couldn't find her and in future, she can come talk to an educator instead of leaving the hall. P01 was receptive to this.

Please upload any relevant documentation

P01 P01, incident report page 1.jpg	Incident report page 1
Incident report, P01 P01, page 2.jpg	Incident Report Page 2
P01 P01 BSP.docx	Behaviour Support Plan

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P03

Submitted By: P01 P01