ACT Government
Education

Notification Number: **NOT-00149566**
Date generated: 28/04/2025

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	EDGE EARLY LEARNING ACT PTY LTD
Provider Number	PR-40029018
Provider Approval Status	Approved

Service

Service Legal Entity Name	Edge Early Learning ACT Pty Ltd
Service Trading Name	Edge Early Learning Charnwood
Service Approval Number	SE-40014603
Service Approval Status	Approved

Incident Details

Incident Type	Child Missing
Incident Date	24/04/2025
Incident Time	24/04/2025 12:03 AM
Did Emergency Services attend	No
Further Details of the Incident	Children entered the classroom via the bathroom and were found unattended in the classroom from 12:03pm - 12:08pm by the centre chef P01 P01.

Submitted By: P01 P01

Details of Action Taken (e.g. First Aid)	Reports: Director (P01 P01) was informed; Room Leader P01 P01 was informed; P01 phoned P01's mother (Parent) to inform her of the incident; incident Report completed for management approval, parent to read and sign, and to send with regulatory body notification; Edge Compliance, safety and Risk manager, P01 P01 was informed by phone ;Edge Act/SA Area manager, P01 P01 informed via Email; and the notification to the ACT regulatory body is in the progress for submission. Additionally, the educators working directly with children in the Preschool One (P1) room today, P01 P01 , P01 P01 and P01 P01 have taken the following actions as well: Ensuring increased supervision methods take place and the bathroom door external access to be removed/restricted as necessary and for the children to enter/exit via the playroom during indoor/outdoor play. For educators to conduct safety talks about always remaining in view and access of an educator and communicate transitions or changes clearly to team members.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	3:40pm P01 P01 informed of incident. 3:45pm P01 P01 informed of incident. 3:47pm P01 P01 informed of incident.
Name of Witness to the incident	P01 P01
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	More focus on the entry and exit points of the premises to minimise unnecessary access by the children, in this instance the external bathroom door. An internal investigation will be conducted by the Centre Director and Compliance, Risk and Safety Team.
Photos and Evidentiary Documents	

INCIDE~3.PDF	IncidentReport_P01 _24.04.2025
INCIDE~1.PDF	IncidentReport_P01 P01 _24.04.2025
INCIDE~2.PDF	IncidentReport_P01 _24.04.2025
P1_WDWC_24.04.2025.pdf	P1_WDWC_24.04.2025
SignInOut_P1_24.04.2025.pdf	SignInOut_P1_24.04.2025
SCHEDU~1.PDF	Schedule Charnwood (21-04-2025 - 27-04-2025) (Locked)
EDGEEA~1.PDF	EDGE EARLY LEARNING - Schedule _ Advanced Scheduling_24.04.2025
UKGSCH~1.PDF	UKG Schedule with Noted Changes_24.04.2025
CHARNW~1.PDF	Charnwood Director Day Plan for Staffing_24.04.2025
P01 ~1.PDF	P01 P01 WITNESS Statement_24.04.2025
P01 ~1.PDF	P01 P01 Statement_24.04.2025
P01 ~1.PDF	P01 P01 Statement_24.04.2025
P01 ~1.PDF	P01 P01 _Statement_24.04.2025

Submitted By: P01 P01

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Child Details

Child's Name	P01 P01
Child's Gender	Male
Child's Date of Birth	P02
Parent(s)/Guardians(s) Name	P01 P01
Parent's Email	P03
Parent(s)/Guardians(s) Phone	P03
Missing Type	Child unattended indoors – found by staff
Duration Missing	Less than 10 mins

Child Details

Child's Name	P01 P01
Child's Gender	Male
Child's Date of Birth	P02
Parent(s)/Guardians(s) Name	P01 P01
Parent's Email	P03
Parent(s)/Guardians(s) Phone	P03
Missing Type	Child unattended indoors – found by staff
Duration Missing	Less than 10 mins

Child Details

Child's Name	P01 P01
Child's Gender	Male
Child's Date of Birth	P02
Parent(s)/Guardians(s) Name	P01 P01
Parent's Email	P01
Parent(s)/Guardians(s) Phone	P03
Missing Type	Child unattended indoors – found by staff
Duration Missing	Less than 10 mins

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P03

Submitted By: P01 P01