



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 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
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Please supply the following information:

- Detailed description of the incident including nature of risk, cause etc
- Detailed description of impact on the operation of the service
- Involvement of emergency services or other authorities (if relevant)
- Action taken by Approved Provider to manage the risk
- Any other relevant information

On Wednesday 26/8/2020 the coordinator of the Junior program (P01 P01) of Garran OSHC was away, sick. P01 P01, acting coordinator, asked P01 P01, a casual educator to pick up the Preschool OSHC children. P01 left early to go to the preschool without a list of children. P01 caught up with P01 and gave her the name of one preschool child to be picked up from the preschool. For the safety of the child and educator, P01 told P01 she was going to send another educator to the preschool. P01 returned to the school hall and asked a second educator, P01 P01 to go and help P01. When P01 arrived P01 was not there as she had already taken the child to the Garran school hall. P01 did not have a list of children. The Preschool educator gave P01 P01 P01 and P01 walked with P01 to the Garran school hall.

P01 P01 attends Garran OSHC service on Thursdays and Fridays, but was not booked in on Wednesday 26/08/2020.

When P01 brought P01 to P01 at around 3:13pm, P01 asked P01 why P01 was here as he is not supposed to attend on Wednesdays. P01 explained that the preschool staff gave her P01. P01 checked the roll again to see if P01 might have been on the roll but she had missed him. P01 was not on the roll. P01 was getting ready to take P01 back to the Preschool at around 3:15pm when Preschool staff came to the Garran school hall to pick P01 up.

The service has reviewed it's practice as a result of the incident.

- The coordinator will ensure that the preschool teachers have monthly up-to-date lists of children with OSHC bookings instead of every term.
- Educators picking up preschool children must be familiar with the service and the children. One of the permanent educators will be present each time.
- The educator will take a tablet/phone with access to an up to date roll to the preschool for collection and mark the roll at collection. The service will no longer rely on written lists of names.

Incident date	26/08/2020
Risk due to	Localised Issue
Please upload any relevant documentation	
Incident Report Form - Garran 26.08.2020.pdf	Incident form

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P03