



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	Northside Community Service Limited
Provider Number	PR-00005856
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Majura Early Childhood Centre
Service Approval Number	SE-00009809
Service Approval Status	Approved

Incident Details

Incident Type	Reg 12-Any circumstance where a child being educated and cared for by an education and care service appears to be missing or cannot be accounted for
Incident Date	19/10/2020
Incident Time	05:30 PM
Missing Type	Child unattended indoors - found by staff
Duration Missing	Less than 10 mins
Did Emergency Services attend	No
Further Details of the Incident	P01 P01, Centre Director, was speaking with P01's father, P01, in the foyer at approximately 5:30pm. Over the half wall into the classroom, P01 and P01 saw P01 was painting on the canvas. P01 and P01 said hi to P01 and she kept painting. As P01 and I walked into the room, we discovered that there was not an educator in the room with P01. Two educators were in the outdoor environment and one educator was in the Toddler bathroom changing a child's nappy. In total there were 6 children between the Toddlers and Preschool room with a total of 3 educators. At 5:25pm all 6 children were outside with the three educators. P01 (educator) let the children know they were going to begin to pack away. P01 acknowledged that all children were outside at this time. It appears that at some stage between 5:25pm and 5:30pm P01 has walked inside and started painting.



Child's Name	P01 P01
Child's Date of Birth	P02
Child's Gender	Female
Details of Action Taken (e.g. First Aid)	Northside acknowledges this is a serious incident and will be formally following up with the educators over the coming days. All Northside centres will also be getting all educators to sign off on the supervision policy.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	P01 P01 (father), was with P01 P01 (Centre Director) when they discovered P01 in the room.
Name of parent or guardian notified	P01 P01
Email of parent or guardian notified	P03
Phone number of parent or guardian notified	P03
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	Northside will ask that all educators across all Northside centres to read and sign the supervision policy. All educators at Majura will be reminded of the supervision plan and to be vigilant that children are not entering indoors without educators. Educators that were in the rooms at the time will be met with formally.
Photos and Evidentiary Documents	Documents to be submitted later.

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P01 P01