



## 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	Capital Region Community Service Limited
Provider Number	PR-00005807
Provider Approval Status	Approved

#### Service

Service Legal Entity Name	
Service Trading Name	Bruce Ridge Early Childhood Centre
Service Approval Number	SE-00009755
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	26/05/2021
Incident Time	11:15 AM
Did Emergency Services attend	No
Further Details of the Incident	Educators were in the infants playground with the children, two classes combined.. An educator was playing with P01 whilst they were all outside. a child became injured so she attended to the child. When the child was ok and playing again she noticed P01 had gone through the gate to the large playground where no children/educators were. p01 was out of sight for about 2-3 minutes and found in the large playground area talking to an educator who was changing a nappy in another play space (the door to the large playground area from the change room was open).
Details of Action Taken (e.g. First Aid)	Took P01 back to his peers, checked for any injury. No injury
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Told P01 at pick up time 4.45pm 26.5.21
Name of Witness to the incident	unwitnessed or P01 P01 (educator playing with P01 then noticed gone.)

Submitted By: P01 P01



Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

- provided educators with the supervision policy and maps to review and sign they understand their obligations and responsibilities.
- After the incident spoke with all the educators and placed a memo in the staff room informing them of the incident and reminding them about how to provide adequate supervision.
- As a team will be reflecting on supervision maps and the environment (Contractor coming 27.5.21 to change to a different gate latch to be used in that space but we will continue to supervise this area and support children to move between spaces with educators awareness and communication with each other between spaces
- risk assessment to be completed and signed by all educators in regards to the possibility this might occur again
- risk minimisation plan for **P01** as mum stated he often wanders out the "dog" door at home-this will be read and signed by all educators
- have contacted Calvary maintenance in regards to changing the latch - contractor coming today to replace the latch.

Photos and Evidentiary Documents

banksia and snowy daisy attendance 26.5.21.pdf	attendance rolls - 3 Banksia and 11 Snowy Daisy children.
Banksia working directly with children 26.5.21.pdf	Banksia working directly with chn check 26.5.21 ages 0 to 14mths.
<b>P01</b> incident report 26.5.21.pdf	<b>P01</b> Incident Report 26.5.21
Snowy daisy working directly with children check 26.5.21.pdf	Snowy Daisy working directly with chn check 26.5.21 - age 14mths to 2yrs

**Child Details**

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

**Contact Details**

Name	<b>P01</b> <b>P01</b>
Phone Number	<b>P03</b>
Email Address	<b>P03</b>