



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	
Service Trading Name	Communities@Work Abacus Child Care and Education Centre
Service Approval Number	SE-00009744
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 is mistakenly locked in or locked out of the education and care service premises or any part of the premises
Incident Date	22/07/2020
Incident Time	10:55 AM
Location	Outdoors
Sub Location	Play Space/Classroom
Duration Locked in/out	Less than 10 mins
Did Emergency Services attend	No
Further Details of the Incident	<p>The team leader was in the bathroom changing a nappy when she noticed a child in the playground trying to come in through the bathroom door. The main door to the playground was locked with a childproof latch and educators think that he may have snuck outside through the bathroom while the educator was assisting with toileting.</p> <p>Educators estimate that P01 was outside for no more than 4 minutes</p>
Child's Name	P01 P01
Child's Date of Birth	P02
Child's Gender	Male

Submitted By: **P01** **P01**



Details of Action Taken (e.g. First Aid)	Educators check P01 for injuries, but could not see any signs. They also spoke with P01 and again with the rest of the children about the importance of going outside only when there is an educator present
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	P01 's dad, P01 was contact on the phone at 12.08pm on 22 July 2020 to let him know about the incident.
Name of parent or guardian notified	P01 P01
Email of parent or guardian notified	P01
Phone number of parent or guardian notified	P03
Name of Witness to the incident	Not witnesses
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	The educators will continue to talk with the children to teach them to wait for the educators before going outside. There is also a childproof latch on the main door to the playground, but not on the bathroom door. We will look into getting a latch for this door, but hang a set of chimes while we wait. The chimes will alert educators to the door being opened. We will also discuss the active supervision procedure in the next team leaders meeting
Photos and Evidentiary Documents	
doc03448520200722153728.pdf	Copy of the incident report

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P01 P01