



**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            | CSIROCARE Black Mountain Inc |
| Provider Number          | PR-00005826                  |
| Provider Approval Status | Approved                     |

#### Service

|                           |                                                 |
|---------------------------|-------------------------------------------------|
| Service Legal Entity Name |                                                 |
| Service Trading Name      | CSIROCARE Black Mountain Early Childhood Centre |
| Service Approval Number   | SE-00009770                                     |
| 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                            | 21/01/2021                                                                                                                                                                                                       |
| Incident Time                            | 04:00 PM                                                                                                                                                                                                         |
| Location                                 | Outdoors                                                                                                                                                                                                         |
| Sub Location                             | Outdoor other                                                                                                                                                                                                    |
| Location (Other)                         | Digging Pit                                                                                                                                                                                                      |
| Duration Locked in/out                   | Less than 10 mins                                                                                                                                                                                                |
| Did Emergency Services attend            | No                                                                                                                                                                                                               |
| Further Details of the Incident          | Two children were playing in the digging pit without close supervision when one of child parent came to pick the child.                                                                                          |
| Child's Name                             | P01 P01 and P01                                                                                                                                                                                                  |
| Child's Date of Birth                    | P02                                                                                                                                                                                                              |
| Child's Gender                           | Female                                                                                                                                                                                                           |
| Details of Action Taken (e.g. First Aid) | N/A                                                                                                                                                                                                              |



|                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification | Parent inform the educator P01 P01 that two children were playing by self in the digging pit. Then P01 P01 inform the Room Leader P01 P01.<br>On Friday P01 inform me P01 P01 - Director about incident.<br>When P01 mum drop her off she talked to P01. Please see her statement.<br>P01 P01 Inform the other parent about incident<br>P01 P01                                                                                                                                               |
| 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 parent and P01 P01 educator                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future                             | Today we had a meeting with all Room Leaders about ensuring adequate supervision outside. From this meeting we decided that the gate to the digging pit and bike area will be close all the time. The gate will be open only when the children request to go in.<br>We make the map and mark the high risk of supervision. The room leader will direct the staff were they need to position themselves.<br>We have re-enforced that the Director needs to be notified of any incidences ASAP. |
| Photos and Evidentiary Documents                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Digging pit gate.jpg                                                                                                                        | photo of temporary lock of digging pit gate                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Register of Educators working directly with children.PDF                                                                                    | Register of Educators working directly with children in Toddlers room                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Supervision map.PDF                                                                                                                         | Supervision map                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| viola room report.docx                                                                                                                      | P01 P01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## Contact Details

|               |         |
|---------------|---------|
| Name          | P01 P01 |
| Phone Number  | P03     |
| Email Address | P03     |