



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 is mistakenly locked in or locked out of the education and care service premises or any part of the premises
Incident Date	7/12/2022
Incident Time	08:04 AM
Location	Indoors
Sub Location	Play Space/Classroom
Did Emergency Services attend	No
Further Details of the Incident	P01 was dropped off into the preschool classroom along with his sister P01 at 8:03am. An educator has greeted P01 and P01 and spoken to the parent briefly. The educator then opened the door to the Toddler classroom to let P01 in to put his bag away. While the educator was waiting at the door for P01 another parent has dropped off their child to the educator for comforting as they were upset at drop off. While the educator was comforting the child, the door between Preschool and Toddlers has closed. The door has a glass window pane in it and is directly connected to the Preschool classroom. Another Toddler child was dropped off at 8:09am and when they have opened the Toddler door they have let the educator know that P01 was in the Toddler room playing with an activity. P01 was content and engaged in the activity. After looking at the times, it is thought that P01 was alone in the Toddler room for approximately 2-3 minutes.



Details of Action Taken (e.g. First Aid)	P01 was encouraged back into the Preschool classroom and began to engage with activities immediately. P01 was not distressed or upset at all.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	P01 P01 - Nominated Supervisor - was made aware of the incident at approximately 2:45pm. I followed up to find out what has happened and then notified P01 's dad, P01 , at approximately 3:30pm on 7.12.22.
Name of Witness to the incident	P01
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	We will send an email to families reminding them to assist their children in the morning to put their bags away and ensure that the children are then dropped to educators in the classrooms. All educators will review the supervision plans and supervision policy also.
Photos and Evidentiary Documents	Documents to be submitted later.

Child Details

Child's Name	P01 P01
Child's Gender	Male
Child's Date of Birth	P05
Parent(s)/Guardians(s) Name	P01 - father
Parent's Email	
Parent(s)/Guardians(s) Phone	P03
Duration Locked in/out	Less than 10 mins

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P01 P01