



## 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	Insight Early Learning Throsby Pty Ltd and Insight Early Learning Throsby Pty Ltd
Provider Number	PR-40020627
Provider Approval Status	Approved

#### Service

Service Legal Entity Name	
Service Trading Name	Insight Early Learning Throsby
Service Approval Number	SE-40016977
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	7/09/2021
Incident Time	03:00 PM
Did Emergency Services attend	No
Further Details of the Incident	<p>On the 07.12.2021 at 3pm Insight Early Learning Throsby had our routine planning emergency evacuation drill.</p> <p>When the Magpies classroom were completing the head count in the assemble area we noticed that [REDACTED] was in the classroom , [REDACTED] playing in the quite area.</p> <p>[REDACTED] was left unattended for around 60-90 seconds ( 1-2 mins )</p>



Details of Action Taken (e.g. First Aid)	<p>Checked in with [REDACTED] and she was enjoying reading her book behind the book shelf</p> <p>Contacted the family and informed them of the incident ( Mum via phone )</p> <p>Investigate what challenges arise with our drill and review policies and procedures</p> <p>Meeting with the educators to reflect on the drill and we will follow managing poor performance policies and procedures if required</p>
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	<p><a href="#">P01</a> <a href="#">P01</a> was connected to advise of details of the incident</p> <p><a href="#">P03</a> [REDACTED]</p> <p><a href="#">P03</a> [REDACTED]</p>
Name of Witness to the incident	<p><a href="#">P01</a> <a href="#">P01</a></p>
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	<p>Investigate what challenges arise with our drill and review our policy and procedure</p> <p>Reflect and meet with the whole team ( Team meeting scheduled WB 13/12/2021 ) to ensure the procedure is clearly understood and role and responsibilities are clearly defined.</p> <p>Increase the number of emergency evacuation drills to ensure more reflection on challenges that arise.</p>
Photos and Evidentiary Documents	
Emergency Evacuation and Lockdown Policy and Procedure.pdf	Emergency Evacuation Policy
EMERGENCY EVACUATION AND LOCKDOWN PROCEDURE.pdf	Emergency Procedure

### Child Details

Child's Name	<a href="#">P01</a> <a href="#">P01</a>
Child's Gender	Female
Child's Date of Birth	<a href="#">P02</a> [REDACTED]
Parent(s)/Guardians(s) Name	<a href="#">P01</a> <a href="#">P01</a>
Parent's Email	<a href="#">P03</a> [REDACTED]
Parent(s)/Guardians(s) Phone	<a href="#">P03</a> [REDACTED]
Missing Type	Child unattended indoors - found by staff
Duration Missing	Less than 10 mins

### Contact Details

Submitted By: [P01](#) [P01](#)



**ACT**  
Government  
Education

Notification Number: **NOT-40601650**  
Date generated: 08/12/2021

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

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