



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	Treehouse in the Park Early Learning Centre (NCS)
Service Approval Number	SE-00009852
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	31/03/2023
Incident Time	03:25 PM
Did Emergency Services attend	No
Further Details of the Incident	At 3:25 pm P01 (P01) P01 was coming back from her break and walked past the director's office, P01 noticed that P01 was standing in the office without any educator present. The office door was open but the door to the outdoor environment was closed. P01 was unaccounted for for approximately 5 minutes. The staff bathroom door was closed so he was unable to access that. The door to the staffroom was open so the two educators in the staffroom were within hearing distance of P01 .
Details of Action Taken (e.g. First Aid)	As soon as P01 was noticed he was taken outside to his educators and the nominated supervisor was notified.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	P01 was called twice and he did not pick up so the nominated supervisor notified P01 's father P01 .
Name of Witness to the incident	P01 P01

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

An internal investigation is underway to see how supervision can be improved

Photos and Evidentiary Documents

Incident form March 31.pdf	Signed incident form
Preschool educator log march.pdf	Preschool educator log
Toddler educator log march.pdf	Toddler educator log

Child Details

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

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P03