



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	University Preschool and Child Care Centre Incorporated
Provider Number	PR-00005880
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	University Preschool and Child Care Centre
Service Approval Number	SE-00009854
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	6/08/2020
Incident Time	02:20 PM
Location	Indoors
Sub Location	Sleeping/rest area
Duration Locked in/out	More than 1 hour but less than 3 hours
Did Emergency Services attend	No



Further Details of the Incident	<p>On Thursday 6th August 2020, at 2:20pm, a child locked themselves in the Toddler sleep room with 6 other children who were asleep at the time. ANU security and locksmith were called immediately. This was discovered when an educator returned to complete a sleep room check, the previous check was conducted at 2:10pm, evidenced by the sleep room check chart. Prior to 2:10 an educator was in the room with the sleeping children. 13 children who were awake were in their classroom with 5 educators. Two of which were agency relief staff educators. Two educators were toileting children. The sleep room is also used as the designated lock down space in the Toddler section. There are two bolts on the door, one out of reach of children, and the other at door handle height. An emergency exit door would have been an alternate entry to the room however, this door has not been in use for many years. The Centre and ANU security did not have a key to enter this door. The educators were able to see the children through two viewing windows and reassured the children by singing, talking to them and encouraging the children to unlock the door. The children were happy, engaged and interacting with educators. The locksmith arrived and proceeded to remove the door knob of the emergency exit door. The child who locked the door, unlocked it before the locksmith had removed the door handle from the emergency exit and exited the sleep room calmly. The children exited at 3:30pm.</p>		
Child's Name	P01 P01		
Child's Date of Birth	P02		
Child's Gender	Male		
Details of Action Taken (e.g. First Aid)	Reassure, comfort children. No first aid was required.		
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	All parents of the children involved in the incident were phoned at 3:40pm and notified of the incident. All Toddler families were notified of the incident by email at 5:36pm.		
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 P01		
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	One bolt at door-handle level has been removed off the lockdown door. New lock and keys for emergency exit door has been requested through ANU Facilities and Services. This has been logged as urgent. Ensure a staff does not leave the sleep room when more than 5 children are asleep. Sleep checks to be increased to every 5 mins.		
Photos and Evidentiary Documents			
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sleep check 06082020.jpg	Sleep Room Check		



Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P03