



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	Woden Valley Child Care Centre Association Inc.
Provider Number	PR-00005885
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Woden Valley Child Care Centre
Service Approval Number	SE-00009859
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	26/08/2020
Incident Time	03:06 PM
Missing Type	Child seen exiting by staff - retrieved by non-staff member
Duration Missing	Less than 10 mins
Did Emergency Services attend	No



Further Details of the Incident

Woden Valley staff picks **P01 P01** from Garran Preschool every second Wednesday from Puggles group. We also walk him to school every second Wednesday morning. While I was on my way to pick **P01** up, I called the school who transferred my call to preschool to let them know that I am on my way and will be there in 2 minutes to collect the child. It was 3:05 pm. I was then told over the phone that the child was already collected. I asked who collected the child and if they were parents. Teachers were unsure who picked him up and first claimed it was my 2IC (who was not at work that day), then they said it was a boy with short hair in purple t-shirt with Woden Community on it. I told them that we were Woden Valley, not Woden Community. At that point, I was already at the preschool and met the teacher **P01** who assumed that **P01** was taken to after school care at Garran Primary. We both walked there where I have found **P01**. We spoke to the coordinator about it who said that the child was fine and safe in their care, but they didn't have him on the list and they not suppose to pick him up. Also, the person who picked him up was a girl with short blond hair. **P01** wasn't in our care when the accident occurred, but he was released to the unauthorized person at pick up time. I spoke to **P01** mum at 11.30 am today to inform them of this incident.

Child's Name

P01 P01

Child's Date of Birth

P02

Child's Gender

Male

Details of Action Taken (e.g. First Aid)

nil required

Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification

called **P01** mother at 11.30am, 27.08.2020
Spoke with her over the phone. She was already informed of this by the school and did not seems to be concerned.

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 - preschool teacher, **P01 P01** - over phone conversation witness

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Preschool to ensure that children are released to authorised people only, from the list that was provided to the school by parents.

Photos and Evidentiary Documents

Documents to be submitted later.

Contact Details

Name

P01 P01

Phone Number

P03

Email Address

Submitted By: **P01 P01**



ACT
Government
Education

Notification Number: **NOT-40466987**
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