



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	YWCA Canberra
Provider Number	PR-00005876
Provider Approval Status	Approved

Service

Service Legal Entity Name	YWCA Majura School Age Care
Service Trading Name	YWCA Majura School Age Care
Service Approval Number	SE-00009691
Service Approval Status	Approved

Incident Details

Incident Type	Child Missing
Incident Date	17/03/2025
Incident Time	17/03/2025 03:08 PM
Did Emergency Services attend	No
Further Details of the Incident	P01 P01 age 9 yrs 6 mnths was present at the After school care program when at 3:44 she was observed by a member of the school community leaving the school grounds, having absconded from the designated program space. when requested to stop form the teacher she refused and members of the leadership team at the program were notified by the teacher and followed P01 as she walked to her home which is located approximately 2 minutes walking distance from the school on the Irvine street entrance.
Details of Action Taken (e.g. First Aid)	P01 P01 the Program Manager and P01 P01 a member of the Quality Support unit who had followed P01 observed her going into a house that was conformed to be P01 home addresss. P01 P01 contacted P01P01 to alert her of the situation. P01 gave permission over the phone to both P01 and P01 to sign P01 out and to leave her at home as she was on her way to the house. AT 4:30 P01 spoke with P01, confirming that she was still safe at home and discussed possible strategies to support P01 whilst at the program.



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

17/03/2025 3:47pm **P01 P01** was contacted via phone call and informed of the incident. **P01** then provided **P01** and **P01** with verbal permission to sign **P01** out of our care and leave her at home.

17/03/2025 4:15pm Contact was attempted with **P01** to follow up and make sure **P01** was safe at home until **P01**'s arrival.

17/03/2025 4:30pm **P01** and **P01** engaged in a conversation regarding possible strategies to further support **P01** whilst at program.

Name of Witness to the incident

P01 P01

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

The Quality Support team will be liaising with **P01** family to create an Individual support plan to give **P01** the tools and supports to regulate and communicate her needs to ensure that she doesn't attempt to leave the program again. On Tuesday 18/03/2025 **P01** provided the program with some sensory support resources that **P01** will be able to access while at the program.

Photos and Evidentiary Documents

P01 P01 Incident Report 17-03-25.docx

Incident Report

Child Details

Child's Name

P01 P01

Child's Gender

Female

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 not seen exiting by staff – found by staff

Duration Missing

Less than 10 mins

Contact Details

Name

P01 P01

Phone Number

P03

Email Address

P01