



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	Communities@Work
Provider Number	PR-00005824
Provider Approval Status	Approved

Service

Service Legal Entity Name	Communities@Work
Service Trading Name	Communities@Work Bonython Out of School Hours Care
Service Approval Number	SE-00009645
Service Approval Status	Approved

Incident Details

Incident Type	Any circumstances posing risk to health, safety and wellbeing
Incident date	6/06/2025
What action is required?	Any circumstances posing risk to health, safety and wellbeing
Risk due to	Localised Issue
Closed as a result of	<p>A text message came through from P01 P01 (mother of P01 P01 P02) saying her uncle would be picking her up. When her uncle arrived at the service, he did not have ID and the service informed him that he would be unable to collect P01 without his ID.</p> <p>Shortly after, P01's aunty walked towards the hall and P01 ran out to her. P01 P01 (educator) recognised the aunty but was aware that she was not on the list to collect. The service informed P01 P01 (SEL). She immediately contacted P01 who confirmed that P01 was with her Aunty, and that she believed the Aunty was an authorised nominee. P01 informed her that she was not, and provided directions to add her as a nominee.</p> <p>Following the incident, a debrief took place with the service, highlighting the importance of following the Delivery and Collection of Children policy vigilantly. The incident has been added to the agenda for the next team meeting to unpack and ensure all team members are aware of the requirements.</p>
Please upload any relevant documentation	Documents to be submitted later.

Submitted By: **P01 P01**



Contact Details

Name	P01 P01 [Redacted]
Phone Number	P03 [Redacted]
Email Address	P03 [Redacted]