



## 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	Amaroo School Age Care
Service Trading Name	Communities@Work Amaroo Out of School Hours Care
Service Approval Number	SE-00009681
Service Approval Status	Approved

#### Incident Details

Incident Type	Child Missing
Incident Date	19/06/2024
Incident Time	19/06/2024 03:18 PM
Did Emergency Services attend	No
Further Details of the Incident	<b>P01</b> did not arrive for ASC on 19/6/24.
Details of Action Taken (e.g. First Aid)	<b>P01</b> <b>P01</b> (father) called at 3:18pm. He advised he would speak to <b>P01</b> (mother) and inform the service of the outcome via text. <b>P01</b> <b>P01</b> was sent a text message at 3:26pm. <b>P01</b> spoke to the school front office staff who began calling both parents. <b>P01</b> (Senior Program Coordinator) contacted <b>P01</b> <b>P01</b> (Senior Educational Leader) at 3:41pm. Both <b>P01</b> and <b>P01</b> were called at 3:45pm. <b>P01</b> was sent a text message at 3:47pm. Both emergency contacts were called at 3:52pm however the calls were not answered. OSHC staff searched the school grounds. <b>P01</b> informed <b>P01</b> at 4:04pm that <b>P01</b> had informed the school that <b>P01</b> had probably been picked up by <b>P01</b> . <b>P01</b> contacted <b>P01</b> at 4:09pm, requesting that he confirm his absence, or we would be following the unaccounted for child procedure, including calling the police. <b>P01</b> informed her that he was driving home and would inform the service if <b>P01</b> was home shortly. The service called <b>P01</b> at 4:21pm with no response. <b>P01</b> called the service at 4:30pm, confirming <b>P01</b> was at home.

Submitted By: **P01** **P01**



Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	See details above
Name of Witness to the incident	P01
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	Review of unaccounted for child procedure with Service leaders Communication sent out to families around informing the service of absences
Photos and Evidentiary Documents	
19.6.24 Incident report.pdf	Incident, injury, trauma and illness record

## Child Details

Child's Name	P01P01
Child's Gender	Male
Child's Date of Birth	P02
Parent(s)/Guardians(s) Name	P01P01
Parent's Email	P03
Parent(s)/Guardians(s) Phone	P03
Missing Type	Child did not attend-child initiated
Duration Missing	More than 1 hour but less than 3 hours

## Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P01 P01