



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	Montessori Standard Pty Ltd
Provider Number	PR-40008971
Provider Approval Status	Approved

Service

Service Legal Entity Name	MONTESSORI STANDARD PTY LTD
Service Trading Name	Eucalyptus Montessori
Service Approval Number	SE-40009730
Service Approval Status	Approved

Incident Details

Incident Type	Child Missing
Incident Date	30/06/2025
Incident Time	30/06/2025 12:30 PM
Did Emergency Services attend	No
Further Details of the Incident	At around 12pm, the children began transitioning into their rooms from the outdoors. As the educators were transitioning from group-time to lunch around 12:30pm, P01 P01 P01 (Educator) and P01 P01 (Educator) had noticed that two children (P01 P01 and P01 P01) were missing from the room, as they were not present during group-time and not present at the lunch table. The educators immediately started to look for P01 and P01, where P01 P01 looked in the bathroom where they were not in there; and P01 began searching the outdoors, where they located P01 and P01 behind the Music Board. P01 and P01 were unaccounted for from around 12pm to around 12:30pm.
Details of Action Taken (e.g. First Aid)	The Nominated Supervisor (P01 P01) was notified at 12:35pm, when P01 and P01 was located safely.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Both parents (P01 P01 and P01 P01) were contacted via phone call from P01 P01 (Room Leader). P01 P01 was called at 12:58pm on Monday 30th June 2025. P01 P01 was called at 1:00pm on Monday 30th June 2025.
Name of Witness to the incident	P01 P01 P01

Submitted By: P01P01



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

A discussion with the children was had about safety and ensuring the educators know where they are. A discussion with the educators, ensuring that consistent head-counts are being conducted during transition times.

Photos and Evidentiary Documents

Incident Report 20250630.pdf **P01** **P01** Incident Report Completed for **P01** **P01** Parents are yet to sign)

Incident Report 20250630.pdf **P01** **P01** Incident Report Completed for **P01** **P01** (Parents are yet to sign)

Child Details

Child's Name	P01 P01
Child's Gender	Male
Child's Date of Birth	P02
Parent(s)/Guardians(s) Name	P01 P01
Parent's Email	P01
Parent(s)/Guardians(s) Phone	P03
Missing Type	Child unattended outdoors – found by staff
Duration Missing	More than 10 mins but less than 30 mins

Child Details

Child's Name	P01 P01
Child's Gender	Male
Child's Date of Birth	P02
Parent(s)/Guardians(s) Name	P01 P01
Parent's Email	P03
Parent(s)/Guardians(s) Phone	P03
Missing Type	Child unattended outdoors – found by staff
Duration Missing	More than 10 mins but less than 30 mins

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P03