



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	Capital Region Community Service Limited
Provider Number	PR-00005807
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Charnwood After School Care
Service Approval Number	SE-00009664
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	20/04/2021
Incident Time	08:30 AM
Missing Type	Child unattended indoors - found by staff
Duration Missing	Less than 10 mins
Did Emergency Services attend	No
Further Details of the Incident	Child went to the bathroom at 8:30am. P01 had not returned after 3 minutes. Educator informed the director and proceeded to check all toilet areas. Director searched the external areas, corners and blind spots. Upon the directors return from the basket ball courts, the preschool teacher had bought back P01 at 8:40am. He was found sitting in the corner in the class room. P01 explained that he wanted to be first in line. the Director proceeded to call the parent and discuss the risk minimization plan that would be put in place to support P01.
Child's Name	P01
Child's Date of Birth	P02
Child's Gender	Male



Details of Action Taken (e.g. First Aid)	Discussions with the child to understand how he felt during this time. Words of assurance were provided.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	The parent was contacted via phone at 8:50 on the 20th April.
Name of parent or guardian notified	P01
Email of parent or guardian notified	
Phone number of parent or guardian notified	P03
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	A Risk Assessment will be developed for P01 in partnership with the family and school. Group discussions around lining up and being first or last, ensuring all of the children feel comfortable during this routine procedure. There were 2 educators to 13 children during this incident.
Photos and Evidentiary Documents	
Incident, injury, trauma and illness record.pdf	Incident report and staff statement

Contact Details

Name	P01
Phone Number	P03
Email Address	P03