



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	9/08/2024
Incident Time	09/08/2024 03:05 PM
Did Emergency Services attend	No
Further Details of the Incident	<p>At 3:05pm P01 P01 (Child) got signed into Amaroo OSHC via the sign in table outside the hall doors. After P01 got signed in he began walking away from OSHC and towards the back of the school. P01 (Program coordinator) asked P01 where he was going and he didn't respond. P01 followed P01, however lost site of him while walking through the school. As P01 was walking into the direction P01 went she passed year 5 students and asked them if they saw where P01 had gone, the children responded by saying "he had gone to Coles" (directly across the road from the school). P01 called P01 P01 (Mother) at 3:10pm to which she did not answer. P01 then coordinated an initial search of the school grounds. P01 called the service phone back at 3:17pm and P01 informed her that P01 was missing as he had left the service. P01 said "he might of got the bus home but she would call him and then call P01 back". While awaiting a return call, P01 saw P01 re-entering the service with bought food and a soft drink in his hand, P01 asked P01 where he was to which he responded with "I went to the shops". P01 called P01 at 3:28pm to inform her that P01 had returned to the service safely.</p>
Details of Action Taken (e.g. First Aid)	Initial searching of grounds, notification of guardians.

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	On the 9/08/24 at 3:10pm P01 (Mother) was called but did not answer. At 3:17pm P01 called the service back to which P01 (Program coordinator) informed her of the incident and were trying to locate P01 . P01 informed the service that he may of got the bus home but would try calling him on his phone. At 3:26pm P01 called P01 back and informed her that P01 had returned and had been at Coles. On the 12/08/24 P01 P01 (Educational leader) spoke with P01 via phone call at 11:55am to discuss mitigations / reasoning why P01 left service to attend the shops.
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	1) Team focus meeting booked for the Amaroo team on the 15.08.24 2) Direct collection of P01 from his classroom to ensure safe arrival.
Photos and Evidentiary Documents	
communities (5).pdf	incident report

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	Other
Missing Type (Other)	Child seen exiting by staff - Child returned to site by themselves
Duration Missing	More than 10 mins but less than 30 mins

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P03