



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	ACT Education Directorate
Provider Number	PR-00006465
Provider Approval Status	Approved

Service

Service Legal Entity Name	Kaleen Primary School
Service Trading Name	Kaleen Primary School - Preschool Unit
Service Approval Number	SE-00011202
Service Approval Status	Approved

Incident Details

Incident Type	Any circumstances posing risk to health, safety and wellbeing
Incident date	7/03/2025
What action is required?	Any circumstances posing risk to health, safety and wellbeing
Risk due to	Localised Issue
Closed as a result of	Due to unexpected staffing absences, Kaleen Preschool Unit had to cover lunch breaks today 07 March with an unqualified staff member (LSA). The staff member is aware of the preschool students and procedures. Staffing with unqualified educators is not expected to continue.
Please upload any relevant documentation	Documents to be submitted later.

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P01

Submitted By: P01 P01