



## 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	EDGE EARLY LEARNING ACT PTY LTD
Provider Number	PR-40029018
Provider Approval Status	Approved

#### Service

Service Legal Entity Name	Edge Early Learning ACT Pty Ltd
Service Trading Name	Edge Early Learning Higgins
Service Approval Number	SE-40011068
Service Approval Status	Approved

#### Incident Details

Incident Type	Child Missing
Incident Date	16/04/2024
Incident Time	16/04/2024 08:11 AM
Did Emergency Services attend	No
Further Details of the Incident	Child was located outside of Studio 5 on the verandah in the playground. One educator was inside supporting children with rest / sleep and another educator was in the playground supporting a child needing to settle (around the corner of where the child was found). The Centre director and Compliance, Safety and Risk Manager were walking through the centre and saw the child on the verandah and immediately attended. When the staff member in the playground asked if they were aware of the child being there they said they didn't know they were outside.
Details of Action Taken (e.g. First Aid)	Child was returned to group of children in Studio 5. Educator outside was asked about knowledge of child outside which she replied she didn't know they were outside. Review of CCTV footage to identify how this happened and for how long child was outside. CCTV footage shows child was outside for 1 minute before being found by Centre Director. CCTV footage shows educator inside studio 5 walk child to the door and then let them outside with no communication to other staff member. Request to meet letter has been given to staff member who walked child outside to respond to the allegations that she has failed to maintain adequate supervision of child. Training is planned for the team on Supervision (Children's Safety) on 31st April and will be presented by Compliance team.

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	Parents were called as they were missed when collecting child in the afternoon. Parent was called at 4.30pm and then parent called back at 4.45pm and was informed of the incident.
Name of Witness to the incident	<b>P01</b> <b>P01</b> (centre director)
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	Review of procedure Performance management and training for educator involved Training for all team on communication and supervision.
Photos and Evidentiary Documents	
File Note_Parent Informed.pdf	File Note

### Child Details

Child's Name	<b>P01</b> <b>P01</b>
Child's Gender	Female
Child's Date of Birth	<b>P02</b>
Parent(s)/Guardians(s) Name	<b>P01</b>
Parent's Email	<b>P03</b>
Parent(s)/Guardians(s) Phone	<b>P03</b>
Missing Type	Child unattended outdoors – found by staff
Duration Missing	Less than 10 mins

### Contact Details

Name	<b>P01</b> <b>P01</b>
Phone Number	<b>P03</b>
Email Address	<b>P03</b>