



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	Young Mens Christian Association of Canberra Inc
Provider Number	PR-00005888
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	YMCA Weetangera After School Care
Service Approval Number	SE-00009732
Service Approval Status	Approved

Incident Details

Incident Type	Reg 175-Any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service
Please supply the following information: -Detailed description of the incident including nature of risk, cause etc -Detailed description of impact on the operation of the service -Involvement of emergency services or other authorities (if relevant) -Action taken by Approved Provider to manage the risk -Any other relevant information	A staff member failed to attend her scheduled shift at 2:30pm. At 2:38pm, she was messaged by P01 P01 (service coordinator), asking if she was on her way to her shift. She replied at 2:43pm stating that she would not be attending (message attached). This left the service with 4 staff and 52 children (+ 1 under 18 staff member) (65 children on roll, 13 already marked absent for the day). Service remained out of ratio from 3:00pm to 3:36pm, when a staff member from a nearby service was able to attend.
Incident date	11/03/2021
Risk due to	Localised Issue
Please upload any relevant documentation	
Ratio to Children numbers.png	Ratio to Children Numbers
Staff In-Out Record.png	Staff In/Out Record
Text.png	Text Message from P01



YMCA-INC-3774.pdf

YMCA-INC-3774

Contact Details

Name	P01	P01
Phone Number	P03	
Email Address	P03	