



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	Camp Australia Pty Limited
Provider Number	PR-00002539
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Camp Australia - Calwell Primary School OSHC
Service Approval Number	SE-00009651
Service Approval Status	Approved

Incident Details

Incident Type	Child Missing
Incident Date	16/10/2024
Incident Time	16/10/2024 03:26 PM
Did Emergency Services attend	No
Further Details of the Incident	At approximately 3:23pm children were getting their hats and applying sunscreen prior to going outside to play. P01 P01 explained that he did not have a hat and was told that due to the UV reading he wasn't able to play outside at that time. P01 P01 went to the bathroom at this time and when Staff member P01 went to check on him, he had left the area without notifying staff. P01 then notified CO P01 P01 P01.



Details of Action Taken (e.g. First Aid)	15:26pm - P01 P01 P01 (Responsible Person) went to look for P01 at the school areas. P01 P01 (child mother) notified at 3:26pm and incident was discussed. 3:30pm - P01 was found with a school LSA P01 by the school carpark. P01 P01 (Mother) was informed that P01 was found. 15:32pm - P01 returned to the OSHC program with P01 P01 P01 (RP) 15:32pm - Area Manager P01 P01 was notified of incident by Service leader P01 P01 3:50pm - P01 was collected by parent P01 P01 and brought a spare hat to remain at the service for P01. Incident report was signed.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	16/10/2024 3:26pm Mum P01 P01 contacted by phone and text message. 16/10/2024 3:30pm Contacted mum again and discussed for him to be collected. 16/10/2024 3:50pm Mum collected child P01 and signed Incident form.
Name of Witness to the incident	P01 and P01 P01 P01
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	Calwell staff will be reflecting on this incident in a team meeting on the 17/10/2024 and discussing the areas of improvement to then ensure practices are put in place to prevent such events happening again. They will discuss supervision and hot spots. Children attending will also have a mini meeting with staff to discuss and reinforce boundaries of the service and the guidelines and expectations of behaviour.
Photos and Evidentiary Documents	
20241017 - Incident Notification Template - Child Absconded Calwell 16 10 24.pdf	Form

Child Details

Child's Name	P01
Child's Gender	Male
Child's Date of Birth	P02
Parent(s)/Guardians(s) Name	P01 P01
Parent's Email	
Parent(s)/Guardians(s) Phone	P03
Missing Type	Child unattended outdoors – staff notified by non-staff member
Duration Missing	Less than 10 mins

Contact Details

Name	P01 P01
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Submitted By: P01 P01



ACT
Government
Education

Notification Number: **NOT-00083242**
Date generated: 17/10/2024

Phone Number

P03

Email Address

P03

Submitted By: P01 P01