



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	Guardian Corporate Early Learning Centres Pty Ltd
Provider Number	PR-00004736
Provider Approval Status	Approved

Service

Service Legal Entity Name	Guardian Early Learning Centre- Forrest
Service Trading Name	Guardian Childcare & Education Forrest
Service Approval Number	SE-40005756
Service Approval Status	Approved

Incident Details

Incident Type	Child Taken or Removed
Incident Date	23/09/2024
Incident Time	23/09/2024 04:32 PM
Location	Outdoors
Sub Location	Outdoor other
Location (Other)	Child left service with educator
Did Emergency Services attend	No
Further Details of the Incident	An educator, P01 took a child, P01 with them outside the gate to look for her jumper. The educator exited through the emergency evacuation gate at the rear of the building, along the path towards the game court, alongside the fence on the game court side and re-entered the building through the front entrance.



Details of Action Taken (e.g. First Aid)	The child was assessed for signs of injury and appeared unharmed. No first aid was required. Educators undertook a head count to ensure all children were accounted for. The Centre Manager reported the incident to Portfolio Manager, P01 P01. The centre has engaged Guardian's Compliance & People and Culture Teams for further support. The Centre Manager spoke directly with educators and reinforced the importance of ensuring that the emergency gate is to be used for evacuation use only. A review of the centre's risk assessment was undertaken and educators required to read and sign the updated risk assessment.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	The Centre Manager notified Mum, P01, of the incident at 04:44 PM. The parent was confident P01 was safe while holding the educators hand outside the fence and wasn't concerned. It is anticipated that P01 will return to care on her next enrolled day of attendance, Tuesday 24 September 2024.
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	The centre is currently undertaking an investigation into the incident including gathering witness statements to determine account of events with the support of the Portfolio Manager. As a direct result the educator was stood down pending the outcome of the investigation. It was communicated a investigation was occurring and a formal meeting has been scheduled for 24 September 2024. The educator has been provided further support through EAP. The investigation is ongoing and further information will be provided to the Regulatory Authority as soon as practicable.
Photos and Evidentiary Documents	
BeSafe P01 .pdf	Serious Incident Report

Child Details

Child's Name	P01
Child's Gender	Female
Child's Date of Birth	P01
Parent(s)/Guardians(s) Name	P01
Parent's Email	
Parent(s)/Guardians(s) Phone	P03
Child Taken or Removed by	Someone Known - Other
Child Taken or Removed by (Other)	Someone Known - Other

Contact Details

Name	Guardian Early Learning Group
Phone Number	P03
Email Address	P03