



## 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	Affinity Education Group Limited
Provider Number	PR-40001112
Provider Approval Status	Approved

#### Service

Service Legal Entity Name	Affinity Education Group Limited
Service Trading Name	Kids Academy Rivett
Service Approval Number	SE-40012143
Service Approval Status	Approved

#### Incident Details

Incident Type	Child locked in or out
Incident Date	29/05/2024
Incident Time	29/05/2024 03:20 PM
Location	Indoors
Sub Location	Kitchen
Did Emergency Services attend	No
Further Details of the Incident	<p>During afternoon play, an Educator had gone into the Preschool room when they heard whispers coming from the kitchenette. Upon investigation they discovered two children standing on a chair and playing with toys. The Educator immediately took the children back outside and informed the Centre Manager.</p> <p>Upon initial investigation, the children are believed to have entered the room through a bathroom that was propped open for children to access during outdoor play. Educators have not been able to determine when the children entered, however, headcounts show that the children were not missing for longer than 15 minutes. The Centre Manager has now told Educators that indoor/outdoor play is to be provided from now on so that children have access to the bathroom without having to enter a new space. This matter will be sent to our People and Culture team to conduct a full investigation.</p>
Details of Action Taken (e.g. First Aid)	The Educator immediately took the children back outside and informed the Centre Manager.



Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Both parents were notified via phone call on 30/05/24 between 11-11:30am.
Name of Witness to the incident	<a href="#">P01</a>
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	The Centre Manager has now told Educators that indoor/outdoor play is to be provided from now on so that children have access to the bathroom without having to enter a new space. This matter will be sent to our People and Culture team to conduct a full investigation.
Photos and Evidentiary Documents	
20240529173936171.pdf	file note
20240529173927945.pdf	file note
<a href="#">P01</a> incident report.pdf	Incident Report
<a href="#">P01</a> incident report (1).pdf	Incident Report

### Child Details

Child's Name	<a href="#">P01</a>
Child's Gender	Male
Child's Date of Birth	<a href="#">P01</a>
Parent(s)/Guardians(s) Name	<a href="#">P01</a>
Parent's Email	<a href="#">P03</a>
Parent(s)/Guardians(s) Phone	<a href="#">P03</a>
Duration Locked in/out	More than 10 mins but less than 30 mins

### Child Details

Child's Name	<a href="#">P01</a>
Child's Gender	Male
Child's Date of Birth	<a href="#">P02</a>
Parent(s)/Guardians(s) Name	<a href="#">P01</a>
Parent's Email	<a href="#">P03</a>
Parent(s)/Guardians(s) Phone	<a href="#">P03</a>
Duration Locked in/out	More than 10 mins but less than 30 mins

### Contact Details

Name	<a href="#">P01</a> <a href="#">P01</a>
Phone Number	<a href="#">P03</a>
Email Address	<a href="#">P03</a>



**ACT**  
Government  
Education

Notification Number: **NOT-00041157**  
Date generated: 30/05/2024