



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	Community Services #1 Incorporated
Provider Number	PR-00005865
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Mawson Out of School Hours Care
Service Approval Number	SE-00009687
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
Incident date	11/05/2022
Incident Time	AM
Did Emergency Services attend?	No
Risk due to	Localised Issue
Please upload any relevant documentation	No documents supplied



Incident Management

Steps that were taken or will be taken to prevent or minimise this type of incident in the future

Detailed description of the incident including nature of risk, time, cause, etc.

We were out of ratio in the afternoon of the 11/5/22 from 3.09pm until 3.32pm. We had 8 educators and 94 children.

We had children 2 children picked up at 3.18pm, 2 children picked up at 3.31pm and 2 children picked up at 3.32pm, which then put us back into ratio with 88 children and 8 educators.

We originally had 10 educators rostered on, but had 2 educators call in sick with COVID symptoms, one who was awaiting a PCR result as they were a COVID contact and following ACT Health Directions. Our usual 3 extra casual educators were not available due to prac with their uni.

We were not able to get anyone from a casual agency and our other services were unable to help as they also had staff absences and were on ratio.

We had 3 of our responsible people, 5 first qualified educators and a 2nd qualified educator as well as 2 unqualified educators (who both work regularly at the service, one of whom works 5 days per week)

The educators who were working for the were:

P01 P01 (Director, 1st Qualified, RP, 1st Aid)
P01 (Assistant Director, 1st Qualified, RP, 1st Aid)
P01 (1st Qualified, RP, 1st Aid)
P01 (1st Qualified, 1st Aid)
P01 (1st Qualified, 1st Aid)
P01 P01 (2nd Qualified)
P01 P01 (1st Aid)

To mitigate the risks, we opened up our indoor space and our main outdoor space so that the children were able to be adequately supervised and the educator who normally goes into the kitchen and does dishes with children waited until children were picked up and we were below 77 children before going into the kitchen to complete the dishes.

Child Details

Child's Name

Child's Gender

Child's Date of Birth

Parent(s)/Guardians(s) Name

Parent's Email

Parent(s)/Guardians(s) Phone

Contact Details

Name

P01 P01

Submitted By: P01 P01



ACT
Government
Education

Notification Number: **NOT-40706878**
Date generated: 12/05/2022

Phone Number

P03

Email Address

P03

Submitted By: **P01 P01**