



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	Macgregor Primary School P&C Assn Inc
Provider Number	PR-00005845
Provider Approval Status	Approved

Service

Service Legal Entity Name	Macgregor Primary School P&C Assn Inc
Service Trading Name	Macgregor Primary School OSHC
Service Approval Number	SE-00009690
Service Approval Status	Approved

Incident Details

Incident Type	Child Missing
Incident Date	31/10/2024
Incident Time	31/10/2024 04:45 PM
Did Emergency Services attend	No
Further Details of the Incident	A child absconded from the main school grounds to the preschool area unsupervised. Preschool staff were on site and saw the child entering the preschool grounds and called OSHC. OSHC staff can to collect P01 in which he complied
Details of Action Taken (e.g. First Aid)	The principal and business manager have been emailed to find a solution to reduce the risk of a child absconding again by moving planter boxes away from the fence where the child was able to use this as a climbing apparatus.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	As soon as the child was was safe and back in supervised areas, the supervisor called the parent, informing them of the incident. This call was made at 17:03pm
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	Our meeting next week will detail the events and the necessity to have close proximity supervision to ensure the child has limited opportunity to abscond again. Removal or relocation of the planter boxes



Photos and Evidentiary Documents

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Child Details

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

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P03