



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	G8 Education Limited
Provider Number	PR-00000898
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Conder Early Learning Centre
Service Approval Number	SE-00009767
Service Approval Status	Approved

Incident Details

Incident Type	Reg 12-Any circumstance where a child being educated and cared for by an education and care service is mistakenly locked in or locked out of the education and care service premises or any part of the premises
Incident Date	20/08/2020
Incident Time	01:35 PM
Location	Indoors
Sub Location	Storage area
Duration Locked in/out	Less than 10 mins
Did Emergency Services attend	No
Further Details of the Incident	An educator opened the cupboard in the main playing area to retrieve paperwork, and appears to have closed the door, shutting the child in the cupboard.
Child's Name	P01 p01
Child's Date of Birth	P02
Child's Gender	Male
Details of Action Taken (e.g. First Aid)	Investigation has commenced at the service



Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Father (p01 p01) was contacted at 2:26pm on the 20/8/2020 and advised of incident.
Name of parent or guardian notified	p01 p01
Email of parent or guardian notified	
Phone number of parent or guardian notified	P03
Name of Witness to the incident	P01p01, p01 P01, p01 p01 & P01 P01
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	1: Investigation is currently underway - Statements are currently being collated 2: Educator is currently not working at the service 3: Revise Supervision Policy for all educators.
Photos and Evidentiary Documents	
Supporting Documents.pdf	Documentation

Contact Details

Name	p01 P01 Area Manager
Phone Number	P03
Email Address	P03