



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	Capital Region Community Service Limited
Provider Number	PR-00005807
Provider Approval Status	Approved

Service

Service Legal Entity Name	Capital Region Community Service Limited
Service Trading Name	Ginninderra Early Childhood Centre
Service Approval Number	SE-00009778
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 appears to be missing or cannot be accounted for
Incident Date	5/10/2023
Incident Time	10:00 AM
Did Emergency Services attend	No
Further Details of the Incident	<p>This morning I arrived at the centre at 10:00 am, during my daily walk-through of the centre I was advised that yesterday 4/10/2023 at 5:33 pm 2 children P01P01 and P01 were unaccounted for, for at least 2 minutes.</p> <p>I then advised the team to write their witness statements regarding the incident. Collecting information from the working directly with children log and cross-referenced with sign-out times of children departing the service to formulate accurate timelines of events.</p> <p>For follow-up actions, I emailed families to be mindful of closing doors and gates upon arrival and departure from the service and ensured signs on all of the doors with a reminder note to keep doors and gates shut. Supervision and transition times will be included within the staff meeting agenda held within the month to avoid unaccounted children in the future.</p>
Details of Action Taken (e.g. First Aid)	Educators found P01 and P01 in the Directors office drawing on paper in the office. Took the children out of the office and tidied up the pens and paper. Children were safe and taken back to the toddler room.

Submitted By: **P01P01**



Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	While the educator was writing the incident form for both children, P01's mum P01 arrived at the service at 5:45 pm and was advised of the incident. P01 was laughing and commented how cheeky that was of P01 to escape with her peer. Shortly after P01 arrived at the service and was advised of the incident at 5:49 pm and mum also shared a laugh with the educator.
Name of Witness to the incident	P01
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	Email to families regarding reminders of being aware of children behind them while exiting rooms and keeping doors shut at all times. Supervision and transition within rooms for educators and children combining to have head counts done thoroughly.
Photos and Evidentiary Documents	
P01 Statement.pdf	Statement 2
P01 P01 and P01 Statement.pdf	Statement 1
P01 Statement.pdf	Statement 3
Roster 2-6 October 2023.docx	Weekly Roster
P01 4.10.2023.pdf	Children Attendance Record

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 unattended indoors - found by staff
Duration Missing	Less than 10 mins

Child Details

Child's Name	P01 P01
Child's Gender	Female
Child's Date of Birth	P01
Parent(s)/Guardians(s) Name	P0 P01
Parent's Email	P03
Parent(s)/Guardians(s) Phone	P03
Missing Type	Child unattended indoors - found by staff
Duration Missing	Less than 10 mins

Contact Details

Submitted By: P01 P01



ACT
Government
Education

Notification Number: **NOT-40909550**
Date generated: 05/10/2023

Name	P01P01
Phone Number	P03
Email Address	P03

Submitted By: **P01P01**