



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	OSHCLUB PTY LTD
Provider Number	PR-40004402
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Harrison OSHClub
Service Approval Number	SE-40013142
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	1/06/2022
Incident Time	03:05 PM
Did Emergency Services attend	No
Further Details of the Incident	P01 got signed in by an educator while on his bike upon arrival. P01 was still riding his bike and approached the front gate. An Educator bought him back to the canteen/Main ASC area. The child then went missing with his bike at transition time approximately 3.05-3.10pm



<p>Details of Action Taken (e.g. First Aid)</p>	<p>P01 arrived on his bike at ASC sign in at 3pm and was signed in by staff.</p> <p>Staff noticed during transition at 3.05-3.10pm that P01 and his bike were not at ASC.</p> <p>Staff checked the ASC Areas, School playgrounds, Carpark as well as within the school. All areas checked by 3.17pm as well as School sending out information for P01 to go to ASC over the school megaphone.</p> <p>RSM notified at 3.17pm.</p> <p>Police were notified at 3.40pm as needed to call 000 as the other line to police that was called, the Coordinator was put on hold.</p> <p>Police were updated at 3.52pm that P01 was at home with Mum.</p>
<p>Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification</p>	<p>Parents notified at 3.23pm. Mum was very calm and stated that she believed he had cycled home as P01 had mixed up his pickup days. Mum asked if we could wait 10 minutes before notifying Police as he should be home soon and she was waiting outside, so she would call when he was there.</p> <p>Mum called 2nd time for update at 3.33pm, still not arrived but mum stated he might of cycled to Woolworths as that was his usual thing to do.</p> <p>Mum rang back and confirmed that P01 had arrived home at 3.51pm. Mum asked if we could sign him out and mark him absent.</p>
<p>Name of Witness to the incident</p>	<p>P01</p>
<p>Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future</p>	<p>Staff meeting to communicate transition times especially for ASC and sign in. Boundary cones and staff supervision of gate and exit points to be maintained.</p> <p>Any children riding to school must leave their bike/scooters at designated areas witnessed by staff and must not be seen riding around once signed into program.</p>
<p>Photos and Evidentiary Documents</p>	
<p>02T012 Incident Reflection Tool- P01 P01 docx</p>	<p>Incident Reflection form</p>
<p>Incidents - 32742, P01 P01 pdf</p>	<p>Incident Form</p>
<p>P01 P01 - Incident cycle home.PNG</p>	<p>Map</p>



Child Details

Child's Name	P01 P01
Child's Gender	Male
Child's Date of Birth	P02
Parent(s)/Guardians(s) Name	P01 P01
Parent's Email	
Parent(s)/Guardians(s) Phone	P03
Missing Type	Child not seen exiting by staff - found by non-staff member
Duration Missing	More than 30 mins but less than 1 hour

Contact Details

Name	P0 P01
Phone Number	P03
Email Address	P0P01