



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	Communities@Work
Provider Number	PR-00005824
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Communities@Work Isabella Plains Early Childhood Service
Service Approval Number	SE-00011293
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	21/10/2020
Incident Time	02:20 PM
Missing Type	Child not seen exiting by staff - found by non-staff member
Duration Missing	Less than 10 mins
Did Emergency Services attend	No
Further Details of the Incident	P01 P01 was visiting the Pearls Room and reading a story with an educator. The educator attended to afternoon tea and turned noticing that P01 was no longer in the room. As the service was having indoor/outdoor play the educator had thought that the child must have gone outdoors. As she went to check the Principal from the co-located school entered with P01 in his arms, reporting that the child was outside the gate heading toward the school hall, approximately 10 metres away from the service. The child was still on the school grounds, however not within the fencing of the service. Initial investigations indicate that a number of staff were coming and going out of the gate for lunch breaks at the time and P01 may have followed someone out. There are no other visible areas that would have allowed P01 to enter this space. The space is enclosed by school gates.
Child's Name	P01 P01
Child's Date of Birth	P02

Submitted By: **P01**



Child's Gender	Male
Details of Action Taken (e.g. First Aid)	The child was returned to the service within two minutes of the educator noticing that they had left the room. No visible injuries.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	The family arrived soon after the incident and were verbally informed of what happened. They signed a formal incident form.
Name of parent or guardian notified	P01P01
Email of parent or guardian notified	NA
Phone number of parent or guardian notified	P03
Name of Witness to the incident	NA
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	All staff have been reminded of the importance of awareness of entering and exiting the gate. The active supervision plan will be reviewed.
Photos and Evidentiary Documents	
P01 P01 Incident 21 October 2020.pdf	P01 P01 Incident Form

Contact Details

Name	P01
Phone Number	P03
Email Address	P03