

SI01 Notification of Serious 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 Serious Incident Details

Provider 47F - Personal Privacy Provider Name Provider Number Provider Approval Status Approved Service Service Legal Entity Name 47F - Personal Privacy Service Trading Name Service Approval Number Service Approval Status Approved Incident Type * Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought. * Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. Child's Name 47F - Persona Child's Gender Female Child's Date of Birth 47F - Persona Please detail what steps were The parent was contacted at 4:50pm and arrived at 4:55pm. taken to ensure parents were notified as soon as practicable, including time, date and nature of notification Name of child's parent(s) or 47F - Personal F guardian(s) Phone number of child's parent (s) or guardian(s) Date of incident 23/3/2015

Page 1 of 2 Date generated: 24/03/2015



time, location, circumstances, emergency services involvement, etc)

Description of incident (including At 4:35pm the child was pushed by a peer off the fort, causing the child to fall off backwards gaining an open wound to the back of the head approximately 1cm in length. An ambulance was contacted at 4:38pm, due to concerns for possible concussion. The ambulance arrived and transported the child accompanied by the parent to the local hospital. The child had the wound closed and will returned to the service on 25/03/15.

Photos and Evidentiary Documents

47F - Personal Priva

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Incident Report

NA

Contact Details

Name

Phone Number

Email Address



SI01 Notification of Serious Incident

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Notification of Serious Incident Details

0 11 11	(7E D 1D:
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved
Incident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical
	attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	cough, broken limb, anaphylaxis reaction); or for which the child
Child's Name Child's Gender	cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Persona Female
	cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Persona
Child's Gender	cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Persona Female 47F - Perso Parents were notified soon after the incident and arrived at centre within half an hour.
Child's Gender Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature	cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Persona Female 47F - Perso Parents were notified soon after the incident and arrived at centre within
Child's Gender Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification Name of child's parent(s) or	cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Persona Female 47F - Perso Parents were notified soon after the incident and arrived at centre within half an hour.

Page 1 of 2 Date generated: 07/04/2015



time, location, circumstances, emergency services involvement, etc)

Description of incident (including 47F - I was playing when another child hit her on the head with a red

This was unprovoked causing a cut on the head.

Parent arrived in half an hour and took her to the Doctor.

Photos and Evidentiary Documents

47F - Personal Privacy

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

47F - Personal Privac

Contact Details

Name

Phone Number

Email Address



Service Approval Number Service Approval Status

SI01 Notification of Serious Incident

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Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved Service Service Legal Entity Name Service Trading Name 47F - Personal Pril Outside School Hours Care

Approved

ncident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Personal Privacy
Child's Gender	Female
Child's Date of Birth	47F - Personal Pi
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Mother contacted OSHC service after friend collected child and read incident report
Name of child's parent(s) or guardian(s)	47F - Personal Pri
Phone number of child's parent (s) or guardian(s)	
Date of incident	7/4/2015

Page 1 of 2 Date generated: 08/04/2015



emergency services involvement, etc)

Description of incident (including time, location, circumstances, castle asked to exit castle, child didn't and educator, 47F - P has was playing in jumping grabbed child's legs, child has fallen and hit their head on concrete. 47F - Per sustained a bump to her head above eyebrow and on elbow.

Please see attached incident report and Relief Coordinator statement.

Parent is recovering from major surgery and family member dropping and picking up children. Grandmother - 47F - Personal Privacy also **OSHC** Coordinator contacted service and Area Supervisor Wednesday April 8th advising 47F parent) contacted doctor for her own medical needs approx 8.30pm and requested Doctor to check child. Doctor advised child appeared well however to keep quiet and rested for next 24 hrs.

 Action taken by approved provider Action taken meeting with HR and 47F - I scheduled next Monday April 13th 2015.

47F - P has attended recent September 2014 – March 2015 in service training including 47F - Pers Child Care Services policies - Interactions with Children, Guiding and Supporting Children's Behaviour, Interactive Supervision training 47F - Pe attended 47F - Persona Behaviour Management Training on Thursday March 26th.

Relief Coordinator – 47F - Personal also term time coordinator at another 47F - Perso Child Care OSHC service has been reminded of 47F - Perso Child Care Services required timeframes of notifications/incident reports of any head injuries and any incidents of alleged harm to children by an adult/educator.

Photos and Evidentiary Documents

47F - Personal Privacy

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

47F - Personal Privacy

Contact Details

Name

Phone Number

Email Address



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Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

Service		
Service Legal Entity Name	7	
Service Trading Name	47F - Personal Privacy	
Service Approval Number	5	
Service Approval Status	Approved	

Incident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Persona
Child's Gender	Male
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	The parent was notified at 16:25 and arrived to collect the child at 17:00
Name of child's parent(s) or guardian(s)	47F - Personal
Phone number of child's parent (s) or guardian(s)	
Date of incident	21/4/2015



time, location, circumstances, emergency services involvement, etc)

Description of incident (including At 16:15 a peer threw a rock at the child hitting him in the left hand. The child had bruising on his left little finger down to the knuckle and across to the knuckle of the left ring finger. The left little finger was swollen and grazed. An ice pack was applied, wound cleaned and the hand was bandaged. The child was taken to hospital for x-rays which showed a small fracture in his left little finger. The child's fingers were strapped and the child returned to care on 22/04/2015

Photos and Evidentiary Documents

Documents to be submitted later.

Name(s) of educators who witnessed the incident

47F - Personal Pri

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

Phone Number

Email Address



SI01 Notification of Serious 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 Serious Incident Details Provider Provider Name 47F - Personal Privacy Provider Number Provider Approval Status Approved Service Service Legal Entity Name 47F - Personal Pr School Outside School Hours Care Service Trading Name Service Approval Number Service Approval Status Approved Incident Type * Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought. * Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Personal F Child's Name Child's Gender Male 47F - Personal Child's Date of Birth Please detail what steps were After child was attended to and monitored for about 20 minutes, mum was called at 4:44pm. After a suggestion that the collar bone could be taken to ensure parents were injured, mum was called again with notification that we would like to call notified as soon as practicable, including time, date and nature an ambulance. of notification 47F - Personal Priva Name of child's parent(s) or guardian(s) Phone number of child's parent (s) or guardian(s) Date of incident 22/5/2015



time, location, circumstances, emergency services involvement, etc)

Description of incident (including time, location, circumstances, walked up the seesaw and his brother ran up behind him and pushed him off. 47F -fell on the oval, landing on left shoulder and face. After treatment, monitoring and contact with mum, an ambulance was called. 47F - fell at 4:10pm approximately. Ambulance was called at 5:10pm

Photos and Evidentiary Documents

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

47F - Personal P (Educator) saw incident and applied ice 47F - Person (educator) saw 47F - after fall

Did not get these details at the time. Have called now and was told to call back Monday -Friday from 8:30-4:30

Contact Details

Name

Phone Number

Email Address



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vider	
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved
cident	
Incident Type	* Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought. * Any incident involving serious injury or trauma to, or illness of, a chi while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Personal P
Child's Gender	Male
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	The parent was contacted at 9:10am and arrived at 9:35am.
Name of child's parent(s) or guardian(s)	47F - Personal P
Phone number of child's parent (s) or guardian(s)	
Date of incident	29/5/2015

Page 1 of 2 Date generated: 01/06/2015



time, location, circumstances, emergency services involvement, etc)

Description of incident (including At 8:45am the child was on the balance beam, when he was pushed off by another peer. The child landed on all four's on the mat, but started to complain of a sore neck. No visible marks could be seen on the neck, the child was laid down and his neck was supported. An ambulance was contacted at 9:30am and arrived at 9:50am. The child was assessed by paramedics and advised that the child's neck was jarred. The parent took the child to the local doctor and no further treatment was required. The child returned to the service on 01/06/15.

Photos and Evidentiary Documents

47F - Personal Privacy 29.5.15.pdf

Incident Report

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

Phone Number

Email Address



SI01 Notification of Serious Incident

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Notification of Serious Incident Details

Please detail what steps were

taken to ensure parents were

Name of child's parent(s) or

Phone number of child's parent

of notification

guardian(s)

Page 1 of 2

(s) or guardian(s)
Date of incident

notified as soon as practicable, including time, date and nature

Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
ervice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	
ıcident		
Incident Type	* Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought. * Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.	
Child's Name	47F - Persona	
Child's Name Child's Gender		

the hospital.

47F - Personal F

1/6/2015

The parent was notified of the incident at 8.50am and met the child at

Date generated: 02/06/2015



time, location, circumstances, emergency services involvement, etc)

Description of incident (including At approximately 8.40am the child was hit on the head with a shovel by a peer which resulted in a raised lump to the left side of the forehead, the size of a 20 cent piece. An ice pack was applied to the wound and an ambulance was called at 8.45am. The child was transported to hospital via ambulance, accompanied by an educator where he was monitored for signs of concussion by a medical practitioner. The child returned to care on 2/06/15.

Photos and Evidentiary Documents

Documents to be submitted later.

Name(s) of educators who witnessed the incident

47F - Personal P

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Ambulance

Contact Details

Name

Phone Number

Email Address



SI01 Notification of Serious Incident

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Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved
Child's Name	which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Personal P
Child's Gender	Female
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Person was phoned at 3:40pm b y 47F - Personal Prival said that 47F - Phas had an incident with her eye & she needs to come up to the centre to take her to the doctors.
Name of child's parent(s) or guardian(s)	47F - Personal
gaaraiari(o)	
Phone number of child's parent (s) or guardian(s)	

Page 1 of 2 Date generated: 04/06/2015



time, location, circumstances, emergency services involvement, etc)

Photos and Evidentiary Documents

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Description of incident (including 47F - was standing behind a peer in the sandpit when the peer swung a spade hitting 47F - in the right eye.

Time of incident was 3:35pm in the back playground, parent was called & took 47F - to the doctors.

47F - Personal Priva

(Certified Supervisor) Assistant

N/A

Contact Details

Name

Phone Number

Email Address



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	Letter D. L. D.
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	47F Danasal I
Service Trading Name	47F - Personal F Early Education Centre
Service Approval Number	
Service Approval Status	Approved
Incident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Personal Priv
Child's Gender	Male
Child's Date of Birth	47F - Perso
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Person mum, 47F - was contacted at 10.10am on Friday 31st July by mobile phone by 47F - Persona Nominated Supervisor - 5 min after incident occured.
Name of child's parent(s) or guardian(s)	471 - Felsonari livacy
Phone number of child's parent (s) or guardian(s)	
Date of incident	3/8/2015

Page 1 of 2 Date generated: 03/08/2015



emergency services involvement, etc)

Description of incident (including time, location, circumstances, emergency services and enter child were having an altercation while playing with sticks, and entergency services are serviced and entergency services and entergency services and entergency services are serviced and entergency serviced and enter member straight away brought him to the office and first aid was administered then mum was informed. Dad picked him up and took him to the Doctor.

Photos and Evidentiary Documents

47F - Personal Privacy

47F - Personal Priv

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

N/A

Contact Details

Name

47F - Personal Privacy

Phone Number

Email Address



SI01 Notification of Serious Incident

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Notification of Serio	ous Incident Detail	S	
Provider Name	47F - Personal Privacy		
Provider Number			
Provider Approval Status	Approved		

Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

Incident Type	* Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought. * Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Personal Priva
Child's Gender	Female
Child's Date of Birth	47F - Personal
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	The mother was notified on 31 July 2015 15:22pm. The parent arrived at 15:22pm
Name of child's parent(s) or guardian(s)	47F - Personal Priva
Phone number of child's parent (s) or guardian(s)	
Date of incident	31/7/2015



time, location, circumstances, emergency services involvement, etc)

Description of incident (including On the 31 July 2015 47F - Personal Priv Support was notified of an incident at 47F - Personal Privacy 2015 at 15:20pm, a female child aged 47F - Persmonths was on the balance beam and it is thought that another child pushed her. The child fell on to the soft fall mat but may have landed on her left wrist. The child started to go pale at 3:22pm and by 3:30pm the child was clammy and white, showing signs of shock. The educators placed the child in the recovery position and applied a wet washer, ice block and sling. The parent was informed and she requested for an ambulance to be contacted. The ambulance arrived at 3:50pm and provided pain relief. The child was transported to the hospital accompanied by the parent at 4:10pm. The child has been diagnosed with a complex broken arm. The child's arm has been set in a cast. The child's mother has informed the service on 03 August 2015 that the child had to attend 47F - Persol Hospital and 47F - Persol Hospital over the weekend as the cast was too tight and was affecting the circulation of the child's arm. The cast was taken off and a new cast was placed on the arm. The child is waiting for additional scan results to see if they need to be referred for surgery. The service will liaise with the parents when the child will return to the service. The child will be coming back in for an activity later in the week.

Photos and Evidentiary Documents

BLANK.docx

Incident form to follow

47F - Perso

BLANK.docx

The incident report is to follow

Job406598_Action1579998_DOC150803.pd Injury report 47F - Personal Privacy

Job406598_Action1580004_DOC150803.pd_Incident report -47F - Personal Privacy

Name(s) of educators who witnessed the incident

N/A

N/A

If relevant, name and contact details for emergency service personnel who attended the Safety, Police, other Regulatory

incident (i.e. Department of Child Authorities, etc)

Contact Details

Name

47F - Personal Privacy

Phone Number Email Address



SI01 Notification of Serious Incident

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Natification of Conjour Incident Details

Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
rvice	1	
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	Outside School Hours Care
Service Approval Number		
Service Approval Status	Approved	
ident		
Incident Type	premises was sought, or * Any incident involving s while being educated and which a reasonable perso attention from a registere cough, broken limb, anap	or services at the education and care services ought reasonably to have been sought. Serious injury or trauma to, or illness of, a child cared for by an education and care service on would consider required urgent medical and medical practitioner (Examples: Whooping phylaxis reaction); or for which the child nably to have attended, a hospital.
Child's Name	47F - Personal Priv	
Child's Gender	Female	
Child's Date of Birth	47F - Personal P	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	On 5.8.15 at 4.50 pm pa	rent was contacted on her mobile
Name of child's parent(s) or guardian(s)	17 Torochar	
Phone number of child's parent (s) or guardian(s)		
Date of incident	5/8/2015	



time, location, circumstances, emergency services involvement, etc)

Description of incident (including On the 5.8.15 at 4.40 pm on the adventure playground 47F - Persowas pushed and fell off the adventure playground and fell onto the bark hurting her arm

Photos and Evidentiary Documents

SI01 47F - Personal Privacy

6.8.15

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

QL Ambulance Service

NA

Contact Details

Phone Number

Email Address



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rovider		
Provider Name	47F - Personal Privacy	/
Provider Number	PR-00000702	
Provider Approval Status	Approved	
ervice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privac	Child Care Centre
Service Approval Number		
Service Approval Status	Approved	
Incident Type Child's Name	while being educated which a reasonable attention from a regist cough, broken limb,	ing serious injury or trauma to, or illness of, a child and cared for by an education and care service person would consider required urgent medical stered medical practitioner (Examples: Whooping anaphylaxis reaction); or for which the child easonably to have attended, a hospital.
Child's Gender	Male	
Child's Date of Birth	47F - Personal Pr	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification		ed by phone at 11.35am
Name of child's parent(s) or guardian(s)	47F - Personal P	
Phone number of child's parent		
(s) or guardian(s)		

Page 1 of 2 Date generated: 13/08/2015



time, location, circumstances, emergency services involvement, etc)

Description of incident (including 11.30am at 47F - Personal Privacy the children were involved in play outside. Child A was running around the yard with a plastic rake chasing another child. Staff member attempted to stop the child, who chasing another child. Staff member attempted to stop the child, who ran away when asked them to take the rake back to the sandpit. On reentering the sandpit, Child A began hitting 47F - Fover the head repeatedly with the rake. This caused a laceration to the top left side of 47F - Pel head. First aid was applied. 47F - Pel mother collected him and took him to their doctor to be checked 47F - Pel laceration was cleaned and glued by the doctor and was doing fine by that afternoon. 47F - Per from OECEC was informed.

Photos and Evidentiary Documents

NQITS_192_20150813_IRQ 47F - Personal Privacy

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

47F - Personal Privacy

Phone Number Email Address

Date generated: 13/08/2015 Page 2 of 2



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time. location, circumstances, emergency services involvement, etc)

Description of incident (including At 3:30pm the child was playing on the A-frame, when they were pushed by a peer. This resulted in the child falling forwards, falling on his left onto the A-frame before he fell to the ground. The child complained to educators that his left arm was sore and visible swelling could be seen near the elbow. An ice pack was applied to the swollen area and the child was monitored. An ambulance was contacted at 3:45pm and the child was transported to the local hospital accompanied by the parent.

The Centre Director will continue to liaise with the family for the medical outcome and when the child will return to the service.

Photos and Evidentiary Documents

Documents to be submitted later.

Name(s) of educators who witnessed the incident

47F - Personal Pri

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Phone Number

Email Address



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Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved
	while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Personal Privi
Child's Gender	Male
Child's Date of Birth	47F - Personal F
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Parent notified on collection.
Name of child's parent(s) or guardian(s)	47F - Personal Privacy
Phone number of child's parent (s) or guardian(s)	

Page 1 of 2 Date generated: 23/09/2015

21/9/2015

Date of incident

Date generated: 23/09/2015



time, location, circumstances, emergency services involvement, etc)

Description of incident (including On 22 September 2015, 47F - Personal Privacy was notified of an incident whereby a child had to seek medical treatment after sustaining an injury to his mouth while at 47F - Personal Privacy

The male child aged 47F months was riding a bicycle in the playground

when he was pushed by a peer and he fell backwards and the handle bars of the bicycle hit the child in the mouth. First aid treatment was given to the child for a small cut to the gum line of the right lateral incisor. No tooth movement was detected by the educator. The child's parents informed the service on 22 September that the child had attended a doctor and been referred to an orthodontist because the child's right lateral incisor has been displaced. The service will continue to liaise with the family for the child's medical update. The child is expected to return to the service on 28 September 2015.

Photos and Evidentiary Documents

Document.docx

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Document

Contact Details

Name

Phone Number

Email Address



Date of incident

SI01 Notification of Serious 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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved
Child's Name	which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Personal Privacy
Child's Gender	Male
Child's Date of Birth	47F - Personal F
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	11/12/15 1.40pm 47F - Personal Priva (mother) notified of incident
Name of child's parent(s) or guardian(s)	47F - Personal Priva
Phone number of child's parent (s) or guardian(s)	

Page 1 of 2 Date generated: 11/12/2015

11/12/2015



Description of incident (including time, location, circumstances, emergency services involvement, etc)

1.25pm Preschool Room was on the mat playing when a child pushed another child into 47F - Pe causing him to fall to the ground. The wooden drum stick he was holding hit him in the chin causing a deep cut. First aid applied and parent notified.

Parent has taken 47F - Per to the doctors, centre is still awaiting an outcome of the injury

Please detail what steps were taken or will be taken to prevent or minimise this type of incident

Re-enforce the room rules about pushing and rough play

in the future Photos and Evidentiary

Supporting documents-SI01 11.12.15.pdf

supporting documents

Name(s) of educators who

Documents

47F - Personal witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

Phone Number

Email Address



SI01 Notification of Serious 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 <u>Regulatory Authority</u> for assistance.

rovider	
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved
Child's Name	while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Personal Privat
Child's Gender	Female
Child's Date of Birth	47F - Personal Privac
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Once the educators had cared for 47F - Personal Privacentacted 47F
Name of child's parent(s) or guardian(s)	47F - Personal P
Phone number of child's parent (s) or guardian(s)	
Date of incident	18/12/2015

Page 1 of 2 Date generated: 18/12/2015



emergency services involvement, etc)

Description of incident (including time, location, circumstances, splashed another child and the child retaliated by hitting her in the back of the head with a toy, causing a cut to the back of her head. 47F - Person was taking 47F - Person to the doctor as the cut may require medical treatment.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

The educators were spoken to about supervision. The children were spoken to about how to use equipment and retaliation. The child who retaliated was spoken to about the incident and their parents were also notified about the incident.

Photos and Evidentiary Documents

47F - Personal Privacy

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

47F - Personal

Contact Details

Name

Phone Number

Email Address



SI01 Notification of Serious 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 <u>Regulatory Authority</u> for assistance.

vider	
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	
Service Trading Name	47F - Per School Age Care Program
Service Approval Number	47F - Personal Pr
Service Approval Status	Approved
Incident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service
Incident Type Child's Name	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Incident Type	while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Personal Pri
Incident Type Child's Name	while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Personal Pri
Incident Type Child's Name Child's Gender	while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Personal Pri Male 47F - Personal I 7/3/16 Parents collected 47F - from ASC and noticed he was acting vague. Mum contact ASC staff to check if there had been any unusual incident with 47F - Personal (Assistant Co-ordinator) discussed with staff and relayed to mum 47F - had been pushed in a game and had fallen over.
Incident Type Child's Name Child's Gender Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature	while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Personal Pri Male 47F - Personal I 7/3/16 Parents collected 47F - from ASC and noticed he was acting vague. Mum contact ASC staff to check if there had been any unusual incident with 47F - Personal Assistant Co-ordinator) discussed with staff and relayed to mum 47F - had been pushed in a game and had fallen
Incident Type Child's Name Child's Gender Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification Name of child's parent(s) or	while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Personal Pri Male 47F - Personal I 7/3/16 Parents collected 47F - from ASC and noticed he was acting vague. Mum contact ASC staff to check if there had been any unusual incident with 47F - Personal (Assistant Co-ordinator) discussed with staff and relayed to mum 47F - had been pushed in a game and had fallen over.

Page 1 of 2 Date generated: 08/03/2016



Description of incident (including time, location, circumstances, playing a game of superheros. | 47F - pushed 47F - who fell and hit his arm and head. Educator went to check on 47F - and offered ice pack. emergency services involvement, etc) 47F - indicated he was okay and sat on the hill of the oval. Not long after (5mins) Dad collected 47F - and noticed he was acting vague. At home Mum decided to take to Doctor. Doctor advised he should go to the 47F - Person for further tests 47F - admitted on night 7/3. Was discharged on 8/3, and asked parents to monitor and no physical activity for 3-4 weeks. Co-ordinators are in process of deconstructing the event - including Please detail what steps were taken or will be taken to prevent Educator placement, physical location of boys, number of students on or minimise this type of incident the oval, training of staff to recognise symptoms or signs of concussion, in the future behaviour of boys involved. Photos and Evidentiary Documents Incident re 7 March 47F - Personal F.docx Word Doc of Events photo 1.JPG Injury Record Page 1 Injury Form Page 2 photo 2 (1).JPG

First Response 47F - Personal F

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory

Name(s) of educators who witnessed the incident

Authorities, etc)

Contact Details

Name

Phone Number

Email Address



SI01 Notification of Serious 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 <u>Regulatory Authority</u> for assistance.

vider	
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved
	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Personal Priva
Child's Gender	Male
Child's Date of Birth	47F - Personal Pi
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	The incident occurred at 5:15pm. Immediately after the incident, PSM called for an ambulance after identifying 47F - Per arm was either dislocated or fractured (As he was holding his arm limply by his side). 47F - Per parents walked into the service at the same time.
Name of child's parent(s) or guardian(s)	47F - Personal
Phone number of child's parent (s) or guardian(s)	
Date of incident	29/3/2016

Page 1 of 2 Date generated: 30/03/2016



time, location, circumstances, emergency services involvement, etc)

Description of incident (including At 5:15pm the children were playing in the playground. 47F - Plhad climbed a ladder in the playground. (Part of the fixed equipment). His older brother 47F - Personal Privad pushed 47F - F off the ladder. PSM called for an ambulance after identifying 47F - Pe arm was either dislocated or fractured. As the ambulance was taking too long to attend (after 45mins.) Dad 47F - Personal and mum 47F - Person took their son 47F - Peto the 47F - Personal Hospital (referred by the ambulance) in their private car.

> Psm will contact the parents today, for confirmation of injury (break or dislocation).

Please detail what steps were taken or will be taken to prevent or minimise this type of incident 47F - Per (ADD). in the future

There was no fault in supervision or equipment etc. The incident occurred because 47F - Pwas pushed off the ladder by his bother

Photos and Evidentiary Documents

16-03-29 47F - Personal Privac

Incident/Injury report

Name(s) of educators who witnessed the incident

47F - Personal Privacy

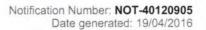
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

000 - the ambulance never arrived. Parents escorted the child to hospital themselves.

Contact Details

Phone Number

Email Address



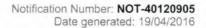


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Pri Outside School Hours Care
Service Approval Number	
Service Approval Status	Approved
Incident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Personal Pri
Child's Gender	Male
Child's Date of Birth	47F - Personal
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Mother was contacted by phone at 4.25pm
Name of child's parent(s) or guardian(s)	47F - Personal R
Phone number of child's parent (s) or guardian(s)	

Date of incident

18/4/2016





Description of incident (including time, location, circumstances, emergency services involvement, etc)

4.20pm at 47F - Personal Pr OSHC 47F - Personal was playing in the valley when Child A threw a stick at him which hit 47F - under his right eye. An ice pack was applied to 47F - Personal was playing in the valley when Child A threw a stick at him which hit 47F - under his right eye. An ice pack was applied to 47F - Personal was playing in the valley when Child A threw a stick at him which hit 47F - under his right eye. An ice pack was applied to 47F - Personal was playing in the valley when Child A threw a stick at him which hit 47F - under his right eye. An ice pack was applied to 47F - Personal was playing in the valley when Child A threw a stick at him which hit 47F - under his right eye. An ice pack was applied to 47F - Personal was playing in the valley when Child A threw a stick at him which hit 47F - under his right eye. An ice pack was applied to 47F - Personal was playing in the valley when Child A threw a stick at him which hit 47F - under his right eye. An ice pack was applied to 47F - Personal was playing in the valley when Child A threw a stick at him which hit 47F - under his right eye. An ice pack was applied to 47F - Personal was playing in the valley when Child A threw a stick at him which hit 47F - under his right eye. An ice pack was applied to 47F - Personal was playing in the valley when Child A threw a stick at him which hit 47F - under his right eye. 47F - Fwas admitted to hospital for five (5) days for observation in case of haemorrhage. His eye sight is ok however requires 24/7 observation.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Photos and Evidentiary Documents

NQITS_189_20160418_Injury 47F - Personal Privacy

Name(s) of educators who witnessed the incident

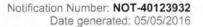
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

Phone Number

Email Address





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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved Service Service Legal Entity Name Service Trading Name Service Approval Number Service Approval Status 47F - Personal F Service Approval Status Approved Incident Incident Incident Type * Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service

Incident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Personal I
Child's Gender	Female
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Pe Mother was aware of the incident immediately, as she is a staff member and was working at the time.
Name of child's parent(s) or guardian(s)	47F - Personal Pr
Phone number of child's parent (s) or guardian(s)	
Date of incident	4/5/2016





emergency services involvement, etc)

Description of incident (including time, location, circumstances, at 5pm on Wednesday, 4th May 2016, 47F - was playing in the large outdoor playground next to the sand pit when she was pushed by another child, causing her to hit her face/mouth on the garden edge. 47F - Pa Mother was working at the time, and immediately left to take 47F - Pto the hospital and get medical treatment. N.B there were sufficient staff left to allow this to happen, whilst still abiding by correct

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Educators in both the Junior and Senior Kindy rooms have spoken with the children about using "gentle hands" etc and explaining the consequences of not doing so by using 47F - Princident as an example.

Photos and Evidentiary Documents

doc20160505145927_001.jpg

47F - Personal Pr Incident Pg 2

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

47F - Personal Privacy

Contact Details

Name

Phone Number

Email Address

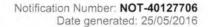


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

47F - Personal Privacy	
Approved	
	47F - Personal Privacy Approved

ncident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Persona
Child's Gender	Male
Child's Date of Birth	47F - Personal I
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	10:45am - 24/5/16 - Mother notified on incident
Name of child's parent(s) or guardian(s)	47F - Personal P
Phone number of child's parent (s) or guardian(s)	
Date of incident	24/5/2016





time, location, circumstances, emergency services involvement, etc)

Description of incident (including 10:45am - 47F - was making a box car on the mat in the Kindergarten room with the ECT 47F - Personal Pr when another child came up behind him and hit him in the head with a lead pencil. Outcome: Resulted in a small cut to the head - parent took child to doctors who requested an x-ray (Child is on antibiotics for infection control)

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Steps Taken: 1: First aid administered

47F - Personal Privacy

Photos and Evidentiary Documents

2: Discussion with children in regards to appropriate behaviour

Supporting Documents 24.5.16.pdf

Supporting Documents

Name(s) of educators who witnessed the incident

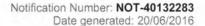
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

Phone Number

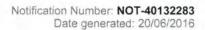
Email Address





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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider 47F - Personal P Provider Name Provider Number Provider Approval Status Approved Service Service Legal Entity Name Early Learning Centre Service Trading Name - Personal F Service Approval Number Service Approval Status Approved Incident Incident Type * Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Personal I Child's Name Child's Gender Male 47F - Persona Child's Date of Birth Please detail what steps were The certified supervisor on charge 47F - Personacontacted the parent taken to ensure parents were once the child was settled notified as soon as practicable. including time, date and nature of notification 47F - Personal F Name of child's parent(s) or guardian(s) Phone number of child's parent (s) or guardian(s) 17/6/2016 Date of incident



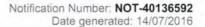


personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory

Authorities, etc)

Description of incident (including at 4.00 pm in the time, location, circumstances, and pit in the boat when another child pushed him over causing 47F to time, location, circumstances, hit the right side of temple about the eye. The educators applied ice to emergency services involvement, etc) We advised 47F - Pe to take 47F - to the doctors just to have a check over. 47F - Perscontacted the home doctor to come over. They said that 47F - was all clear for any serious injury and would be fine. We have asked 47F - Per for a medical certificate but she has yet to send it Please detail what steps were Spoke to children about keeping their hands to themselves and not to taken or will be taken to prevent push their friends. or minimise this type of incident Update the risk assessment of the boat to add the Sandpit area in the future Photos and Evidentiary Documents incident report 47F - Per Incident Report 47F 47F - Personal Privacy Name(s) of educators who witnessed the incident If relevant, name and contact details for emergency service

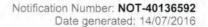
Name Phone Number Email Address 47F - Personal Privacy





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 Serious Incident Details Provider 47F - Personal Pri Provider Name Provider Number Provider Approval Status Approved Service Service Legal Entity Name Service Trading Name Early Learning Centre Service Approval Number Service Approval Status Approved Incident Type * Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Personal F Child's Name Child's Gender Male 47F - Personal Child's Date of Birth Incident happened at 4.35pm, 47F - Pe mum was called at 4.40pm Please detail what steps were taken to ensure parents were which went to message bank to then we called Dad straight after, dad notified as soon as practicable. came within 10 minutes of the incident. I told dad about the cut on his including time, date and nature head and asked if he would like me to call an ambulance now? He of notification wanted me to wait until he arrived. 47F - Personal Privacy Name of child's parent(s) or guardian(s) Phone number of child's parent (s) or guardian(s) Date of incident 13/7/2016





time, location, circumstances, emergency services involvement, etc)

Description of incident (including 47F - Pewas sitting in the sandpit when another toddler went up to him and hit him on the head with a wooden child size broom. There was blood coming from the top right hand side of his head, not a gash

> Parent is yet to sign the incident report as we were more concentration on the child and they are back into the service on Friday 15th July I called into the doctors surgery at 5.50pm last night and dad was just getting into the car with $47F - \frac{1}{7}$ no stiches or glue needed. I then called both parents this morning to check in on $47F - \frac{1}{7}$ he is all good slept well, no issues

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Supervision points have been reinstated and reviewed for the afternoons when there are not the full quota of staff are on (meaning as the staff/child ratios are dropping) where the staffing situation stations should be. Role modeling what the brooms are used for (sweeping the sand into the sandpit)

Photos and Evidentiary Documents

47F - Persodf

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Incident Report

There wasn't a witness that seen it straight away we looked at the security cameras to see how the incident happened, but the first attending staff were 47F - Personal Privacy

Contact Details

Name

Phone Number

Email Address





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 <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
vice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Outside School Hours Care
Service Approval Number	
Service Approval Status	Approved
	while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Personal P
Child's Gender	Female
Child's Date of Birth	47F - Personal I
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	On 19/7/2016 at 4.30pm the incident occurred. Whilst first aid was being applied, I went to phone Dad but he was just arriving to collect 47F - Pers
Name of child's parent(s) or guardian(s)	47F - Personal P
Phone number of child's parent (s) or guardian(s)	
Date of incident	19/7/2016



emergency services involvement, etc)

Description of incident (including huts and collecting sticks, leaves and other matericals to build them. During that time 47F - Pe had confrontations with another child where she hit that other child. The other child retaliated by hitting 47F - Per with a palm leaf branch which was caused bruising to her arm.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Dad advised he was going to seek medical attention. The service phoned Dad this morning to confirm the doctors visit, he has shared they were taking her to get xrays later that day. The children were spoken to about the safety of using branches and

Photos and Evidentiary Documents

that a no time are they allowed to be used to hurt anyone. The game was immediately stopped and wont be played until rules are in place before commencing again.

Name(s) of educators who witnessed the incident

Documents to be submitted later.

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory

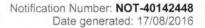
Authorities, etc)

Contact Details

Name

Phone Number

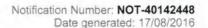
Email Address





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 <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
mica	
ervice	
Service Legal Entity Name	47F - Personal Privacy
Service Trading Name	471 - Personal Privacy
Service Approval Number	
Service Approval Status	Approved
Incident Type	premises was sought, or ought reasonably to have been sought. * Any incident involving serious injury or trauma to, or illness of, a child
Incident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical
Childle News	attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Personal P
Child's Name	
Child's Gender	Male 47F - Personal
Child's Date of Birth	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Parent was contacted by Director as soon as the ambulance had been called at 5pm on 16/8/16 alerting them that 47F - Pe had fallen from a climbing structure and ambulance had been called as he had a deep laceration to his forehead that was bleeding heavily
Name of child's parent(s) or guardian(s)	47F - Personal Privacy
Phone number of child's parent (s) or guardian(s)	
Date of incident	16/8/2016





Description of incident (including time, location, circumstances, emergency services involvement, etc)

at approximately 4.45 pm 47F - Pe was standing on the top platform of our pirate ship fort permanent structure in our whales yard when he was pushed by another child. this caused 47F - Pe to fall to the lower level of structure where he hit his forehead on the metal edging. the ambulance was called at approx. 5pm due to cut to forehead that continued to bleed heavily, he was treated by the ambulance at the centre and they transported 47F - Pe to hospital for further treatment, as they felt he would require stitches

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

educators will teach children the importance of safety and caring for one another within their educational program. Educators have all been spoken to in regards to active supervision and having an awareness of their surrounds at all times, which will also be followed up with a memo to educators highlighting this. As the Nominated Supervisor I will continue to actively monitor supervision of all areas in the centre ensuring educators maintain vigilance.

Photos and Evidentiary Documents

47F - Personal Prform.pdf

Incident form

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc) 47F - Personal Privacy

Contact Details

Name

Phone Number

Email Address

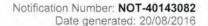




Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details

Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
ervice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	
cident		
Incident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.	
Child's Name	47F - Personal P	
Child's Gender	Male	
Child's Date of Birth	47F - Person	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	17/8/16 - Incident occurred @ 3.15pm. 47F - Personal (Father) was called @ 4.00pm, 45 minutes after incident as Educators administered first aid. Educator spoke with 47F - I who advised the Educator that he was on his way to collect 47F - I and his brother. When 47F - Farrived @ 4.30pm to collect 47F - PEducator advised parent that it might be best to get it checked out by the Doctors	
Name of child's parent(s) or guardian(s)	47F - Personal Privacy	
Phone number of child's parent (s) or guardian(s)		
Date of incident	17/8/2016	





time, location, circumstances. emergency services involvement, etc)

Description of incident (including 3:15pm - Outside in Big Yard near Bike Track Educator had heard a child crying when she turned to notice 47F - Pe crying and holding his right hand. Educator noticed 47F - Pehand swelling and a little red and proceeded with first aid by applying an ice pack. Within a few minutes of applying the ice pack another peer approached Educator and 47F - Fand said that he hit him with a shovel and apologised to 47F - Pe

> At 4.00pm parent was contacted and came and collected 47F - Fand his older brother and took him to the Doctor across the road to have it checked. 47F - Personal Privato the doctors and then returned around 5pm to collect the other sibling and advised Educator that it is severely swollen and if it hasn't gone down by tomorrow afternoon then will have to have it checked out again but it was okay for him to come tomorrow because he is still using it. 47F - I was not complaining of it hurting.

Thursday 18/8/16 - 47F - Pattended 47F - Personal Privacy
Educator acknowledge 47F - Pattended 47F - Personal Privacy 47F - P how was 47F - P hand? 47F - F responded saying he had been using it at home and has not complained about it and if it is still swollen again this afternoon that he will get it checked out again. Educators kept an eye on 47F - Pehand during the day. Educator made sure the activities that 47F - participated in were appropriate with the use of his hand.

When parent collected 47F - Faround 4:30pm he did notice it was still swollen 47F - Psaid he will drop sibling at Grandparent's house and take 47F - F to get his hand checked.

Friday 19/8/16: CM noticed sibling was in care but not 47F - F CM rang 47F - Personal Priv (Mother) to see how 47F - P was. 47F - P informed CM that yes they did take him to the hospital to have it checked again where they did an x-ray and found there was no break however they were not 100% as hairline breaks are not that noticeable in younger children. Hospital advised parents that a blood vessel was hit which has caused the redness of the skin to come out. They also said to keep an eye on 47F - F for a temperature or not feeling well as this could be a sign of infection. 47F - Psaid she just wanted to keep him home so that he cold rest his hand and not use it too much and that she will let us know if there was anything more.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Monitoring the use of sand pit items, further training in supervision, discussions with children during group times about the correct way to use shovels

Photos and Evidentiary Documents

47F - Personal F 17.8.16.pdf

47F - Personal

Name(s) of educators who witnessed the incident

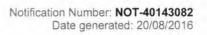
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Incident Form for 47F - Personal P

Contact Details

Name

47F - Personal Pr





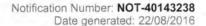
Phone Number 47F - Personal Privacy
Email Address





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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider 47F - Personal Privacy Provider Name Provider Number Provider Approval Status Approved Service Service Legal Entity Name 47F - Personal Privacy Service Trading Name Service Approval Number Service Approval Status Approved Incident Type * Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Person Child's Name Child's Gender Male 47F - Persona Child's Date of Birth The mother 47F - I was rung at approx. 9.50am on Friday 19th August Please detail what steps were taken to ensure parents were 2016 and told of what had happened and was asked if she was able to notified as soon as practicable, come and pick him up and she said that she would be able to come. including time, date and nature of notification 47F - Person Name of child's parent(s) or guardian(s) Phone number of child's parent (s) or guardian(s) Date of incident 19/8/2016





Description of incident (including time, location, circumstances, emergency services involvement, etc)

Description of incident (including time, location, circumstances, block area, There were 18 children in the room and 2 staff.

47F - Twas observed standing in block area holding his head and crying.
47F - Personal Pri went to 47F - and saw that the back of his head was bleeding.

47F - P applied pressure to the wound and called for assistance.

47F - Personal was the person in charge who went to see what had happened. On her way to the room 47F - Personal Priva who is a committee member and registered nurse went with 47F 47F - Plooked at 47F - Pland saw that there was a small laceration on his

47F - Plooked at 47F - Pland saw that there was a small laceration on his head. She then applied first aid to 47F - while the other children were removed from the room.

47F - Pe mother 47F was contacted at approx 9.50 am and said that she would come to collect 47F - F

47F - Personal Privacy dad) arrived at the centre at approx 10.35am and spoke to 47F - Personal Privacy father said that he thought 47F - was fine but we advised him to take him to the doctor. The incident was not seen by staff but 47F - has said that another child hit him in the head with a wooden building block.

47F - Pe dad let us know that there were no stitches required and that he was good.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future The children have sat down with the Educators in the room and discussed how we play with wooden blocks and what we should do if someone is not listening and about using our words. This will be incorporated in the program for the room and will also be used to update the room rules in which the children are active participants. We will also incorporate visual cards around the room for how we use our toys e.g.. Blocks are for building.

The staff were present but I will go over supervision with them ensuring that are aware of everything that is around them. This will be done in small groups, written information in the staff room, in staff meetings and also the supervision stations inside and outside.

Photos and Evidentiary Documents

Department Doc.pdf

Name(s) of educators who witnessed the incident

Department Documents

47F - Personal Pri was the Lead Educator who hold a Diploma in Children's Services.

47F - Personal Fwas the Educator in the room who holds a Diploma in Children's Services.

47F - Personal Fwas the person in charge who holds a Advanced Diploma in Children's Services.

47F - Personal Privalis the committee member who is registered nurse. All staff hole current first aid qualifications.

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

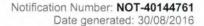
The Centre did not have to call any emergency services.

Contact Details

Name

Phone Number

Email Address



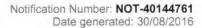


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name 47F - Personal Privacy Provider Number Provider Approval Status Approved Service Service Legal Entity Name 47F - Personal Privacy Service Trading Name Service Approval Number Service Approval Status Approved Incident Type * Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Personal P Child's Name Child's Gender Male 47F - Personal Pri Child's Date of Birth Please detail what steps were Parent was called at 3.10pm, 5 minutes following the event on Friday taken to ensure parents were 26.8.16 notified as soon as practicable. including time, date and nature of notification 47F - Personal Priva Name of child's parent(s) or quardian(s) Phone number of child's parent (s) or guardian(s)

Date of incident

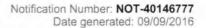
26/8/2016





Description of incident (including 47F Fand another child were playing when a toy was thrown hitting in the head, resulting in a small cut (approx 0.8cm) to the time, location, circumstances, emergency services forehead. Parent was called to take 47F - to the doctors, arriving at 3.50pm. involvement, etc) Location outdoor playground. Please detail what steps were Educating and reminding children of safe play. taken or will be taken to prevent revision of supervision procedures and policies. or minimise this type of incident in the future Photos and Evidentiary Documents 47F - Personal Privacy Incident report 47F - Personal Priv Name(s) of educators who witnessed the incident 2 staff: 20 children 1:11 ratio If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details Name Phone Number Email Address 47F - Personal Privacy



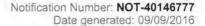


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved
	while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Personal Privacy
Child's Gender	Male
Child's Date of Birth	47F - Personal Pri
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Nominated Supervisor made aware of incident immediately. Child non- communicative (Autistic), so Educators assessed him thoroughly as they applied ice pack. Dad was called as soon as Educators and Nominated Supervisor determined he may have hurt his arm (within 25 minutes of incident)
Name of child's parent(s) or guardian(s)	47F - Personal Priva
Phone number of child's parent	

Date of incident

9/9/2016





Description of incident (including time, location, circumstances, emergency services involvement, etc)

Pre-Kindy children were playing inside but 47F-seemed restless. 47F-prefers to climb and jump into the sandpit outside, so the Co-Educator took him and three other 4 year olds outside for a quick play while the other children finished their activities before lunch. (Making the ratio 1 Educator to 4 47F-year old children). 47F-climbed onto a piece of child-sized furniture and the Co-Educator spoke to him as he approached to help him safely down. One of the other children told him to get down and hit 47F-plegs. This caused 47F-to fall sideways, landing on his right side on the ground. The Nominated Supervisor wrote the Incident Report in consultation with the Co-Educator as he applied first aid and comforted 47F-Personal (Dad) was called quickly, and he agreed to come collect 47F-and have him checked at the local hospital. The Incident form has not yet been signed by 47F-Pe The Nominated Supervisor called 47F-Pe a few hours later to get an update on 47F- and was told he had broken his arm.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

We have been focusing on our Supervision Policy, including the Supervision Plan over the last month. This was also the focus of our Staff Meeting on Wednesday 07/09/16. The staff are all acutely aware of effectively communicating with each other and actively supervising children. The Nominated Supervisor and Approved Provider went over the details of this accident and could not find fault with the Educators actions or any area of policy breach. We will debrief with the Educator involved on Monday and review again collaboratively.

Photos and Evidentiary Documents Documents to be submitted later.

Name(s) of educators who witnessed the incident

47F - Personal

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

47F - Personal Privacy

Phone Number Email Address

Page 2 of 2

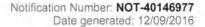


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider 47F - Personal Privacy Provider Name Provider Number Provider Approval Status Approved Service Service Legal Entity Name Service Trading Name 47F - Personal Privacy Service Approval Number Service Approval Status Approved Incident Incident Type * Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought. Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Persoi Child's Name Child's Gender Female 47F - Persona Child's Date of Birth The parent was notified at 10:10am. Please detail what steps were taken to ensure parents were notified as soon as practicable. including time, date and nature of notification 47F - Personal Priv Name of child's parent(s) or quardian(s) Phone number of child's parent (s) or guardian(s)

Date of incident

12/9/2016





time, location, circumstances, emergency services involvement, etc)

Description of incident (including At approximately 10:00am the child was in the classroom and was pushed by another child, causing her to fall bump the right side of her head above the temple. As an educator lifted the child off the floor the child's body appeared to go stiff and the child threw her head backwards. An ambulance was contacted at 10:10am. After approximately 30 seconds the child began to cry and the child was monitored until the ambulance attended the service. Paramedics checked the child over and advised that no further treatment was required. The parent collected the child from the service to monitor the child. The Centre Director will continue to liaise with the family for the date the child will be returning to the service

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Photos and Evidentiary

Name(s) of educators who witnessed the incident

Documents

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Documents to be submitted later.

47F - Personal F

Contact Details

Name

Phone Number

Email Address



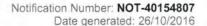


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

rvice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

and don't Town	* Any insidest involving a piece in the second of a shill
Incident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Personal Priva
Child's Gender	Male
Child's Date of Birth	47F - Personal Pri
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	At 9.10am 47F - Pel mother 47F - Personal Pri was contacted by 47F - Fersonal Pri was contacted by 47F
Name of child's parent(s) or guardian(s)	47F - Personal Priva
Phone number of child's parent (s) or guardian(s)	
Date of incident	26/10/2016





time, location, circumstances, emergency services involvement, etc)

Description of incident (including At 9.05 am ratio was 1:5 and 1:11 with 4 educators. Children were playing in the playground when another children threw a toy across the yard hitting 47F - Pe in the back of the head. 47F - Pe was standing in the sandpit when he was hit.

47F - Persona (educator) immediately sort medical attention from 47F who applied and ice pack directly on the back of the head and phoned

47F - Pearrived and took 47F - Peto the doctor she later phoned to let the centre know that 47F - Perequired 4 stitches to the back of his head and will return to Kindy on Thursday.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Educators sat with children and discussed throwing toys across the yard and also in the room. They also discussed the dangers of what may happen and the seriousness of the incident.

Photos and Evidentiary Documents

Incident Report 47F - Personal P November.pdf

Incident Report 26.10.16

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

educator ducator - educator Lead Educator went to his local doctor at 47F - Per Medical Centre

Contact Details

Name

Phone Number

Email Address



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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider 47F - Personal Privacy Provider Name Provider Number Provider Approval Status Approved Service Legal Entity Name 47F - Personal Privacy Service Trading Name Service Approval Number Service Approval Status Approved * Any incident involving serious injury or trauma to, or illness of, a child Incident Type while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Personal Privacy Child's Name Child's Gender Male 47F - Personal Pi Child's Date of Birth Parent was notified by phone by the Nominated Supervisor 47F - P Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification 47F - Personal Privacy Name of child's parent(s) or guardian(s) Phone number of child's parent (s) or guardian(s)

Date of incident

27/10/2016





time, location, circumstances, emergency services involvement, etc)

Description of incident (including At Approximately 9.55am 47F - Pwas playing in the sandpit and was hit with a shovel resulting in a cut to his forehead, approximately 0.6cm

Pressure was applied, area cleaned and a butterfly clip was placed over the cut, followed by a cold compress. No sign of concussion Nominated Supervisor suggested to the parent to take 47F - F Doctors to get the cut looked at.

Whilst at the Doctors they glued the cut. 47F - Pe is returning to care on the 28/10/2016.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Discussions with the children about playground safety and that shovels are used for digging in the sandpit, not to hurt our friends.

Photos and Evidentiary Documents

47F - Personal Privacy ncident Report.pdf

47F - Personal Privacy Incident Report

Name(s) of educators who witnessed the incident

47F - Personal P - Diploma Lead Educator with first aid. There were 10 children present (using 1:11 ratio)

47F - Personal Pri Advanced Diploma Centre Director/Nominated Supervisor 47F - PConducted first aid to the child).

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Local GP

Contact Details

Name

47F - Personal Privacy

Phone Number Email Address

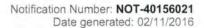


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider 47F - Personal Privacy Provider Name Provider Number Provider Approval Status Approved Service Service Legal Entity Name 47F - Personal Privacy Service Trading Name Service Approval Number Service Approval Status Approved Incident Incident Type * Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Person Child's Name Child's Gender Male 47F - Persona Child's Date of Birth Please detail what steps were The parents signed in at 3:30, arriving moments after the incident taken to ensure parents were occurred and organised to take 47F - to the GP for further treatment. notified as soon as practicable. including time, date and nature of notification 47F - Personal Privacy Name of child's parent(s) or guardian(s) Phone number of child's parent (s) or guardian(s)

Date of incident

1/11/2016





Description of incident (including at approx. 3:30pm, In a moment of frustration, a child lifted a plastic time, location, circumstances, child's chair and threw it. The leg of the chair hit 47F - I in the forehead emergency services causing a small gash, approx. 1cm. Educators immediately assisted involvement, etc) 47F - Fapplying pressure to the wound, assisted the other child to calm and move to a safe, quiet space whilst the remainder of the children were supported to go outside. The parents arrived shortly after the incident, the wound was covered, then they took 47F - to their GP. The parents later advised that 47F - P forehead had been glued at the Please detail what steps were The child causing the incident, is currently being supported with a behaviour plan based on regular and ongoing meetings with parents. taken or will be taken to prevent His parent was called after the incident to collect him and follow up meetings planned to review support. A meeting with 47F - Peparents to or minimise this type of incident in the future follow up is also being organised for later in the week. Photos and Evidentiary Documents Incident Report.pdf Incident Report - parents not yet signed Sign in sheets 2.pdf 47F - FSign in sheet 2 Sign in sheets.pdf sign in sheet 1 Staff Present Form.pdf Staff present and ratios Name(s) of educators who 47F - Personal Privad witnessed the incident If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Name Phone Number Email Address Phone Sumber



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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

rice		
Service Legal Entity Name		-
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

Incident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.	
Child's Name	47F - Persona	
Child's Gender	Male	
Child's Date of Birth	47F - Personal	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Persona (Mum) was contacted as soon as 47F - Phad been attended to and fist aid administered. Please see incident report attached.	
Name of child's parent(s) or guardian(s)	47F - Personal Privacy	
Phone number of child's parent (s) or guardian(s)		
Date of incident	2/11/2016	



Description of incident (including No emergency services attended the centre. Please see incident report. 47F - was in the sandpit roll playing cooking cakes with the sand with time, location, circumstances, emergency services his peers. Another child picked up the small stainless steel bowl and threw it and it hit 47F - on the right hand eyebrow, resulting in a cut. involvement, etc) 47F - was collected by 47F - at aprox 10.20am to take him to the doctors. I called 47F - at aprox 3.40pm to follow up and see how 47F - went at the doctors. 47F - said he had taken 47F - to the hospital where they cleaned the wound and applied 3 steri strips to the wound. 47F - said that the cut wasn't deep enough to be stitched or glued.

They have decided to keep 47F - at home tomorrow as they want to keep the wound clean so that it heals 47F - attends M,T,W,Th and will return next Monday. Please detail what steps were I will be speaking to the Mother of the child that threw the bowl as we taken or will be taken to prevent have had discussions in regards to some behavioral issues leading up or minimise this type of incident in the future 47F - Personal Fagain will be working with the children to discuss the safety when playing with the toys and what they are used for. Working with the families to ensure consistency in the expectations of safety at the centre. Photos and Evidentiary Documents 47F - Perso incident report 2.11.16.pdf - Person ncident report 2.11.16 Name(s) of educators who 47F - Personal Priva witnessed the incident Ratio 1:11 19 children present. If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory

Contact Details

Authorities, etc)

Name

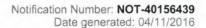
Phone Number

Email Address



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 <u>Regulatory Authority</u> for assistance.

vider		
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy Early Education Centre	
Service Approval Number		
Service Approval Status	Approved	
ncident		
Incident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.	
Child's Name	47F - Personal P	
Child's Gender	Male	
Child's Date of Birth	47F - Persona	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Pand another child had an altercation over blocks. The oth threw the block at 47F - which hits his side of his forehead. Inci happened at 10:00am Wednesday 2/11/2016. Mother 47F - Perso was called and notified of incident at 10:10am on 2/1 first Aid was supplied by cleaning the area, Icepack applied, bar applied and comfort support. Mum had arrive to pick 47F - up fr Centre signing in at 10:30am 2/11/16. Mum had read the incider and was shown where the 47F - hit him.	dent 1/16. nd aids om the
Name of child's parent(s) or guardian(s)	47F - Personal Privacy	
Phone number of child's parent (s) or guardian(s)		
Date of incident	2/11/2016	





Description of incident (including time, location, circumstances, emergency services involvement, etc)

47F - and another child had an altercation over blocks in the construction area. The other child threw the block at 47F - which hits his side of his forehead. Incident happened at 10:00am Wednesday 2/11/2016. Mother 47F - Personal Priv was called and notified of incident at 10:10am on 2/11/16. first Aid was supplied by cleaning the area, Icepack applied, band aids applied and comfort support. Mum had arrive to pick 47F - up from the Centre signing in at 10:30am 2/11/16. Mum had read the incident form and was shown where the Block hit him. 47F - Personal Priv had taken 47F - to Doctors for consultation and had glue the cut on his hair line and had called the centre and spoke to Centre Manager on what the outcome was at the doctors. Centre manager had asked 47F - P how 47F - I was and she said he was now sleeping as Doctors had given him pain relief.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future 47F - Peeceived First Aid treatment by Educator in the room

Mother was called regarding incident

3 47F - Pe mum 47F - Personal Prive read and sign incident Form on

4: Educator had spoke to Child at the time regards to we hurt our friend and it wasn't nice.

5: Both Room Leader and Assistant Educator are re-looking at different strategies on how we communicate with our friends and sharing our toys with our friends

Photos and Evidentiary Documents

47F - Person Supporting Docs SI01 2.11.16.pdf

Supporting Docs

Name(s) of educators who witnessed the incident

47F - Persona (Lead Educator Float)witness the incident

essed the incident 47F - Perso

47F - Personal Priva(Casual) Kitchen

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

N/A

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy

arrival to the Centre

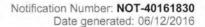


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serie Provider	ous Incident Details	
Provider Name	47F - Personal Privacy	
Provider Number	PR-0000881	
Provider Approval Status	Approved	

rvice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

ncident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child	
	attended, or ought reasonably to have attended, a hospital	
Incident Date	1/12/2016	
Incident Time	11:20	
Location	Play space	
General Activity at the time	Play-based program	
Cause of Injury/Trauma/Illness	Child/child interaction	
Did Emergency Services attended	No	
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes	
Type of Injury/Trauma/Illness	Eye trauma	
Part of the Body	Face/head	
Child's Name	47F - Personal Priv	
Child's Gender	Male	
Child's Date of Birth	47F - Personal F	





47F - Persmother 47F - Pervorks at the service, she was informed just after the incident happened 11:20am 01/12/2016, by 47F - Personal Pri Please detail what steps were taken to ensure parents were notified as soon as practicable, in person. 47F - Ftook 47F - P to hospital. including time, date and nature of notification 47F - Persona Name of parent or guardian notified Phone number of parent or quardian notified Further Details of the Incident At approx 11:20 the children were playing dress up in the Prekindy room a child was swinging a clip on animal tail around but the 'fur' end and the clip end hit 47F - P in the right eye. Please detail what steps were Dress up animal tails were removed from the environment and a risk assessment completed to determine whether they will be introduced taken or will be taken to prevent or minimise this type of incident back into the environment (see attached) in the future 47F - Pe was very distressed, we reassured and tried to calm him down. He would not let us do much. We stopped him from rubbing his sye and Details of Action Taken (e.g. First Aid) applied a wet, cool cloth to his closed eye. 47F - Personal Name of Witness to the incident Photos and Evidentiary Documents 47F - Personal Privacy SI01 Accident Report

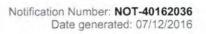
Contact Details

Name 47F - Personal Privacy
Phone Number
Email Address



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 <u>Regulatory Authority</u> for assistance.

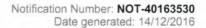
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
ervice		
Service Legal Entity Name		
	47F - Personal Privacy Outside School Hours Care	
Service Trading Name	Outside School Hours Care	
Service Approval Number		
Service Approval Status	Approved	
cident		
Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital	
Incident Date	6/12/2016	
Incident Time	15:00	
Location	Outdoor other	
Location (Other)	Basketball Court	
General Activity at the time	Leisure-based program	
Cause of Injury/Trauma/Illness	Child/child interaction	
Did Emergency Services attended	No	
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes	
Type of Injury/Trauma/Illness	Concussion	
Part of the Body	Neck/throat	
Child's Name	47F - Persona	
Child's Gender	Male	





Child's Date of Birth	47F - Perso
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Mum - 47F - Perso was contacted by phone at 3:15pm and arrived to collect 47F - at 3:35pm, taking him to the Doctors who advised 47F - to the hospital. 47F - has concussion and has been directed to rest for 1-2 days.
Name of parent or guardian notified	47F - Personal I
Phone number of parent or guardian notified	
Further Details of the Incident	47F and another peer were playing with the foam blocks on the basketball court when the other child threw his block at 47F making 47F lose his balance, trip over his blocks and fall, hitting his forehead on the court floor.
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	Remind children of sensible play and discuss with staff the importance of being aware of numbers at all times - a second staff member was on their way to the basketball courts as the numbers had just changed with a group of children moving outside to the courts.
Details of Action Taken (e.g. First Aid)	Ice pack and monitoring.
Name of Witness to the incident	47F - Personal Privacy
Photos and Evidentiary Documents	
061216 47F - Perso pdf	

Name 47F - Personal Privacy Phone Number Email Address

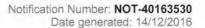




Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Sorious Incident Details

Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
vice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy SAC	
Service Approval Number		
Service Approval Status	Approved	
ident		
Incident Type	Any incident involving serious injury or trauma to, or illness of, a chi while being educated and cared for by the education and care servi which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the chil attended, or ought reasonably to have attended, a hospital	
Incident Date	13/12/2016	
Incident Time	17:05	
Location	Play space	
General Activity at the time	Play-based program	
Cause of Injury/Trauma/Illness	Child/child interaction	
Did Emergency Services attended	No	
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes	
Type of Injury/Trauma/Illness	Cut/open wound	
Part of the Body	Face/head	
Child's Name	47F - Personal Pri	
Child's Gender	Male	
	47F - Persona	





Please detail what steps were mother contacted by telephone at 5.10pm Mother arrived at the service taken to ensure parents were at 5.30pm notified as soon as practicable, including time, date and nature of notification 47F - Personal Priv Name of parent or guardian notified Phone number of parent or guardian notified Further Details of the Incident The child was hit by a tennis racquet thrown in anger by another child during a game of tennis. The child was caught on the left side of his face causing a gash approx 2mm beside his left eyebrow. Please detail what steps were Discussions with children regarding safe wasy to express frustration taken or will be taken to prevent and the danger of throwing things when angry or upset. or minimise this type of incident in the future Details of Action Taken (e.g. fist aid was applied by staff member. Pressure applied to wound and First Aid) blood cleaned away 47F - Personal P Name of Witness to the incident Photos and Evidentiary Documents 47F - Personal P2.1.pdf incident report

Contact Details		
Name	47F - Personal Privacy	
Phone Number		
Email Address		



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 <u>Regulatory Authority</u> for assistance.

Service	
Service Legal Entity Name	
Service Trading Name	47F - Perso After School & Vacation Care
Service Approval Number	47F - Personal I
Service Approval Status	Approved

dent	
Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	19/12/2016
Incident Time	10:25
Location	Play space
General Activity at the time	Leisure-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Cut/open wound
Part of the Body	Face/head
Child's Name	47F - Persona
Child's Gender	Male
Child's Date of Birth	47F - Personal





Please detail what steps were

Scan_20161219 (5).pdf

Scan_20161219 (6).pdf

Scan_20161219.pdf

19/12/16. Parent was notified of the incident. Child's grandparent taken to ensure parents were notified as soon as practicable, arrived 15mins later as Mother couldn't get there from work. including time, date and nature of notification 47F - Personal Name of parent or guardian notified Phone number of parent or guardian notified Further Details of the Incident Child was pushed over causing them to hit the back of their head onto a metal beam on the wall. Child split open the back of his head on impact. Please detail what steps were All children were debriefed on what had happened, and reminded them taken or will be taken to prevent all of not using their hands against other children and will continue to or minimise this type of incident remind children of the no hands and feet against each other rule. in the future Immediately a staff member rushed over the the child, checking their Details of Action Taken (e.g. head. Noticed a lot of blood, called another staff member to get paper First Aid) towel, staff applied pressure to the wound with paper towel. The child was asked if the felt sick, had a headache or felt dizzy. The answer to the above was all yes. The child had into shock and was shaking significantly. 47F - Personal Privacy Name of Witness to the incident Photos and Evidentiary Documents Scan 20161020.pdf Serious Incident Scan_20161219 (2).pdf Serious Incident Scan 20161219 (3).pdf Serious Incident Scan_20161219 (4).pdf Serious Incident

Parent was called immediately at 10:25am via mobile phone on

Contact Details Name Phone Number Email Address

Serious Incident

Serious Incident

Serious Incident

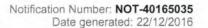


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serie	ous Incident Details	
Provider		
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
Provider Approvar Status	Approved	

ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Pri Education Centre and Preschool - 1
Service Approval Number	
Service Approval Status	Approved

Incident Type	Any incident involving serious injury or trauma to, or illness of, a child	
	while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital	
Incident Date	21/12/2016	
Incident Time	09:15	
Location	Play space	
General Activity at the time	Play-based program	
Cause of Injury/Trauma/Illness	Child/child interaction	
Did Emergency Services attended	No	
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes	
Type of Injury/Trauma/Illness	Other	
Type of Injury/Trauma/Illness (Other)	Head wound	
Part of the Body	Face/head	
Child's Name	47F - Personal Privacy	





Child's Gender Male 47F - Persona Child's Date of Birth 47F - Pers (mum) notified upon collection as 47F - Pe showed no signs of Please detail what steps were taken to ensure parents were fatigue or being unsettled notified as soon as practicable, including time, date and nature of notification 47F - Personal Priva Name of parent or guardian notified Phone number of parent or guardian notified At 9.15am in the senior yard, 47F - Pe and a peer were playing when an altercation occurred resulting in a block hitting 47F - Pe on the head. Further Details of the Incident 47F - P provided an ice pack and monitored. 21.12.16 - around 5.30pm - 47F - Per (Mum) phoned the centre to advise she had taken 47F - P to the doctros because he was complaining that his head was sore. 22.12.16- approx. 8am - 47F - Per phoned the centre to advise the doctor as a precaution do an xray of 47F - Pe head. 47F - Pe advised provided xray is clean 47F - Pe will returned to care on Friday 23rd December 2016 Please detail what steps were All educators will remind children of correct use of playing with taken or will be taken to prevent resources and sharing with their friends. or minimise this type of incident in the future Ice pack provided 47F - Pe monitored Details of Action Taken (e.g. First Aid) 47F - Personal Priv Name of Witness to the incident Photos and Evidentiary Documents 47F - Personal Privacy

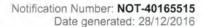
Name Phone Number Email Address 47F - Personal Privacy



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 <u>Regulatory Authority</u> for assistance.

ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Early Learning Centre 1
Service Approval Number	
Service Approval Status	Approved

In add to a Tour	And incident involving postava follow as travers to be illegated as follows.	
Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital	
Incident Date	28/12/2016	
Incident Time	08:40	
Location	Play space	
General Activity at the time	Arrival at the service	
Cause of Injury/Trauma/Illness	Child/child interaction	
Did Emergency Services attended	No	
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes	
Type of Injury/Trauma/Illness	Cut/open wound	
Part of the Body	Face/head	
Child's Name	47F - Personal Privacy	
Child's Gender	Male	
Child's Date of Birth	47F - Personal Privacy	





Please detail what steps were The parent was still on site so she was notified immediately and took 47F - F straight to the doctors. taken to ensure parents were notified as soon as practicable, Time - 8:40am including time, date and nature of notification 47F - Personal Privacy Name of parent or guardian notified Phone number of parent or quardian notified Further Details of the Incident A small rock was thrown by another child which hit 47F - F in the head. The parent took 47F - Fstraight to the doctors (she was still on site when the accident occurred) and the cut was glued. Please detail what steps were Rocks removed from the playground and children have had discussions taken or will be taken to prevent around the use of rocks for play. or minimise this type of incident in the future Details of Action Taken (e.g. Pressure applied to stop the bleeding and an ice pack applied. As the First Aid) parent was still at the service she took him straight to the doctors. Name of Witness to the incident 47F - Personal P Photos and Evidentiary Documents Supporting Docs 47F Supporting Docs 28.12.16.pdf

Contact Details Name Phone Number Email Address

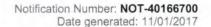




Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

ervice		
Service Legal Entity Name		
Service Trading Name	47F - Personal P	School Age Care
Service Approval Number		3 2 2 2 2 2
Service Approval Status	Approved	_

ncident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
ncident Date	23/12/2016
Incident Time	11:15
Location	Play space
General Activity at the time	Leisure-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Fracture/dislocation
Part of the Body	Arm/hand/finger
Child's Name	47F - Personal Privac
Child's Gender	Male
Child's Date of Birth	47F - Personal Privac





Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification 47F - Personal P mother was on shift at the service at the time of the incident and was therefore notified immediately. She was caring for him from the moment of notification.

Name of parent or guardian notified

Phone number of parent or

guardian notified

Further Details of the Incident

47F - Personal Pr

On Friday 23rd December 2016, the children were participating in a planned disco for the last day of vacation care. During this time a child has pushed 47F - Personal and he has fallen and held his hands out to catch himself. The staff member supervising at the time observed 47F - P and asked if he could move his fingers in which he could wriggle them.

47F - Pewas taken into the main play space and his arm was immobilized, pillow was used to support it and ice was applied. The child was being cared for by his mother at the time who is also a staff member.

The child then fell asleep and after 20 minutes woke up crying.

47F - Personal mother then took him to the hospital to be checked by a doctor.

The doctors advised 47F that 47F - Phad 2 breaks in his arm.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future Children were reminded of the rules of safe play before the commencement of each session.

Staff have been upskilled on supervision requirements.

HR process will be commenced with the staff member in regards to her reporting guidelines as this incident was not reported until 11/01/2017.

Details of Action Taken (e.g. First Aid)

Initial observations were taken of the child and he was sat to rest and immobilize his arm. Ice was applied. After 20 minutes the child woke crying and his mother took him to the hospital to be checked.

Name of Witness to the incident

Photos and Evidentiary Documents

47F - Personal Privacy

47F - Personal Privacy

Incident report

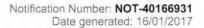
Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy

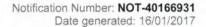




Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

lent	
Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	10/1/2017
Incident Time	17:15
Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Fracture/dislocation
Part of the Body	Leg/foot
Child's Name	47F - Personal Pri
Child's Gender	Female
Child's Date of Birth	47F - Personal





Please detail what steps were 47F - was informed when she arrived on 10.01.17 at approximately taken to ensure parents were 5.20pm. First aid was still being applied when she arrived. notified as soon as practicable, including time, date and nature of notification 47F - Personal F Name of parent or guardian notified Phone number of parent or guardian notified 47F - Pwas running during a game when her brother 47F - Pellifted his leg and kicked her to try and stop her from running. Mum 47F - Persor Further Details of the Incident arrived as first aid was being applied. We informed her of the incident, she signed the incident report and they left the centre to go home. They arrived at the centre today (13.01.17) and 47F - was on crutches. We asked Mum 47F - what had happened and she said that she had decided to take 47F - to the hospital and it was revealed that she had a small fracture to the top of the knee cap. 47F - Personal Pri brother) was spoken to about the importance of safety in the playground and that kicking people is not acceptable behaviour. Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future Details of Action Taken (e.g. Ice pack was applied and 47F - Fwas assessed for injury. Her mother First Aid) arrived as we were applying first aid. 47F told us she was going to take 47F - Phome, We did not hear anything until this morning when 47F arrived this morning she was on crutches and 47F informed us that she had decided to take 47F - to the hospital and there it was revealed that she had a fracture to the knee cap. Name of Witness to the incident 47F - Personal Privacy Photos and Evidentiary Documents 47F - Personal Incident Report Incident Report 10.01.17.pdf

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy

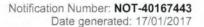


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serie Provider	ous Incident Details	
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

ervice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	School Age Care
Service Approval Number		
Service Approval Status	Approved	

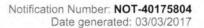
dent	
Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	16/1/2017
Incident Time	14:40
Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Cut/open wound
Part of the Body	Face/head
Child's Name	47F - Personal Privacy
Child's Gender	Male
Child's Date of Birth	47F - Personal Priv





Please detail what steps were A message was left for the mother to call the service at 2:44pm, taken to ensure parents were however contacted mum at work at 2:45pm by phone notified as soon as practicable, including time, date and nature of notification 47F - Personal P Name of parent or guardian notified Phone number of parent or guardian notified Further Details of the Incident Another child attempted to do a tumble/cart wheel in front of 47F - Pe The other child's foot kicked 47F - Pelin the face area, resulting in splitting his lip. Please detail what steps were Tumbles and Cart Wheels to only be done in isolated areas. taken or will be taken to prevent One at a time on the slip and slide around water play. or minimise this type of incident in the future Details of Action Taken (e.g. Cleaned the blood area, pressure applied to stop the bleeding and then First Aid) an ice pack applied. 47F - Persona Name of Witness to the incident Photos and Evidentiary Documents 47F - Personal Privacy

Contact Details Name Phone Number Email Address 47F - Personal Privacy

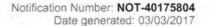




Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	Early Education Centre
Service Approval Number		
Service Approval Status	Approved	

ncident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	2/3/2017
Incident Time	16:30
Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Trip/fall hazard
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Cut/open wound
Part of the Body	Face/head
Child's Name	47F - Personal P
Child's Gender	Female
Child's Date of Birth	47F - Personal F





47F - Personal Privacy rang the mother to inform her of the incident -Please detail what steps were taken to ensure parents were Father arrived straight after the incident happened notified as soon as practicable, including time, date and nature of notification 47F - Personal Pr Name of parent or guardian notified Phone number of parent or guardian notified Further Details of the Incident 47F - I was playing on the wooden fort with another child, When the other child pushed 47F - F off the fort 47F - P was standing near the area of the fireman pole). 47F - Pe hit her chin on the wooden edge while falling onto the bark area. Staff member 47F - Personal P which was heading outside at that time and 47F - Person; was at the back of the fort with some children) picked up 47F - P and grab a cold compress and pressed on the wound to reduce the blood exposure. 47F - Personal then brought 47F - P to the office to 47F - Persona Manager) called Mum. al Privacy which then 47F - Personal Priv Mum arrived approx 20 minutes after calling and was very calm. She mention that this is little compared to one under her eye that happened at another childcare centre a long time ago. Mum signed incident form and went to Doctors. Friday 3/3/17 Mum brought 47F - F back to care and mention that we got it glued but we then got home and 47F - Pereopened her wound and needed to go back to the hospital to re glue it. Mum mention that she is a very clumsy and she will be fine and said thank you. Please detail what steps were 1: Supervision Plan and Policy Review 2: Risk Assessment Review taken or will be taken to prevent or minimise this type of incident in the future Details of Action Taken (e.g. -47F - Pa had cleaned her chin and observe the wound 47F - Personal I attention the incident to Centre manager 47F - Perso First Aid) 47F - Perso p applied First Aid- applied cold compress and Icepack) 47F - Personal Privacy rang the mother to inform her of the incident -Incident form filled in by 47F - Personal Privacy
-47F - Personal Privacy investigated what happen and spoke to the child who pushed 47F - P off the fort (child was 47F - Personal Pipld) 47F - Personal F Name of Witness to the incident Photos and Evidentiary Documents SI01 Supporting Docs Supporting Docs 2.3.17.pdf

Contact Details

Name 47F - Personal Privacy
Phone Number
Email Address



SI01 Notification of Serious 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 <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	
Service Trading Name	47F - Persona OSHCare
Service Approval Number	
Service Approval Status	Approved
Child's Name	which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital. 47F - Personal Priv
Child's Gender	Male
Child's Date of Birth	47F - Personal P
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Father was notified by phone
Name of child's parent(s) or guardian(s)	47F - Personal I
Disease accorded of the Halle accorded	
Phone number of child's parent (s) or guardian(s)	

Page 1 of 2 Date generated: 09/01/2015



Description of incident (including time, location, circumstances, emergency services involvement, etc)	11.10am at 47F - Personal OSHC, 47F - Person was playing lego with a group of children. Child A (upset that his lego was broken) threw a block of lego at 47F. The piece of lego hit 47F. On the bridge of the nose resulting in a 1cm cut. 47F. was treated with a bandage and ice pack to stop the bleeding 47F - I father collected him an hour later and stated he was taking him to hospital to have the cut checked.
Photos and Evidentiary Documents	
NQITS_113_20150109_47F -	Personal Injury report 47F - Pers
Name(s) of educators who witnessed the incident	47F - Personal Privacy
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)	

Contact Details Name Phone Number Email Address 47F - Personal Privacy



SI01 Notification of Serious 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 <u>Regulatory Authority</u> for assistance.

	47F - Personal Privacy
Provider Name	4/F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Outside School Hours Care
Service Approval Number	
Service Approval Status	Approved
Incident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Personal
Child's Gender	Male
Child's Date of Birth	47F - Personal Pr
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Mother was notified by phone at 4.30pm
Name of child's parent(s) or guardian(s)	47F - Personal Pri
Phone number of child's parent (s) or guardian(s)	
Date of incident	10/12/2015

Page 1 of 2 Date generated: 11/12/2015



Description of incident (including time, location, circumstances, emergency services involvement, etc)	4pm at 47F - Personal OSHC, 47F - Personal had been annoying students outside and a number of attempts were made in asking him to stop. During this discussion with 47F - P staff member 47F - Perso placed her hands on the side of down motion, ruffling his hat and aggravating his ear. This motion aggravated 47F - Pears. 47F - Person has been stood down pending further investigation. Full details of incident and reports attached. Parent contacted Qld Police. 47F - Personal Privacy Form has been completed and logged.
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	
Photos and Evidentiary Documents	
NQITS_123_20151210_Incide	e 47F - Personal Privacy
Name(s) of educators who witnessed the incident	
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)	

Contact Details Name Phone Number Email Address 47F - Personal Privacy

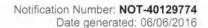
Page 2 of 2 Date generated: 11/12/2015



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 <u>Regulatory Authority</u> for assistance.

Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

ent	
Educator's Name	47F - Personal Privacy
Address	
ncident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Personal Priva
Child's Gender	Male
Child's Date of Birth	47F - Personal P
Please detail what steps were aken to ensure parents were notified as soon as practicable, ncluding time, date and nature of notification	Friday 3rd June. The incident happen approx 6.45/50pm and The parent of the harmed child (B), parent was phoned at 6.58. This parent arrived within 10 mins. Second parent of child A, was also phoned but no response. Another emergency person of child A was contacted also. Incident: Child A had used a knife to sliced the middle finger on the right hand of Child B.
Name of child's parent(s) or guardian(s)	47F - Personal Priv
Phone number of child's parent s) or guardian(s)	





Date of incident

3/6/2016

Description of incident (including time, location, circumstances, emergency services involvement, etc)

Time: approx 6.45pm. In the Educators home. In the family care room. Child A used a knife to cut another child's finger. Parents came straight away and took child to the hospital. No to an ambulance being called. The incident was reported to the police by the Educator, Coordinator and Parent of Child B on the morning of Saturday 4th June.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Care for Child A will cease for now and the parent has been asked to have the issues delt with. Referal agencies will be given to the parent Family and Child Connect as well as IFS. The child is already under Disability Services and also goes to 47F - Persol If and only If the Educator wants this care back the child wouldn't be in care with any other child for the same period of time. (The Educator is not keen at this stage even though the child has been with this Educator since she was three). I must mention this is the first time this child has ever shown this behaviour. Follow up visits and calls to the Educator were made on Saturday and Sunday. To the parent on Saturday and Sunday. A meeting with the child A parent will be made to discuss further action of the incident and the referal agencies to contact in assisting the family. Please see additional email with notes on the incident and photos. Educator will send through txt messages of the days conversation with parents and the scheme Coordinator.

Photos and Evidentiary Documents

DOC124.PDF

Incident Report and Notes

Name(s) of educators who witnessed the incident

47F - Persos the Educator. She did not actually see the incident happen.

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Did not attended but reported to Constable 47F - Personal Privacy Police Station on Saturday 4/6/16.

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy

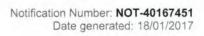




Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Priva Fan	nily Day Care
Service Approval Number		
Service Approval Status	Approved	

dent	
Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	17/1/2017
Incident Time	11:15
Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Cut/open wound
Part of the Body	Face/head
Educator Name(\$)	47F - Personal Privacy
Educator's Address	
Child's Name	





Child's Gender	Male
Child's Date of Birth	47F - Perso
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	This incident occurred at 11.15 am. 47F - Persphoned 47F - Persphoned at 11.17 am. Date it happened was 17 Jan 2017.
Name of parent or guardian notified	47F - Personal Privac
Phone number of parent or guardian notified	
Further Details of the Incident	The children in care were engaging in throwing plastic quoit rings to each other. One child picked up a wooden block and threw this instead of a plastic ring which struck 47F - P on the forehead.
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	To maintain close supervision and explain to the children what is appropriate to throw and not to throw
Details of Action Taken (e.g. First Aid)	47F - Per applied pressure to the wound and took 47F - Per indoors where she checked the wound again and continued pressure until 47F - Per mother arrived. 47F - Per offered 47F - Per drink of water. 47F - Per became pale and his eyes were closing and so 47F - Per called an ambulance. 47F - Per mother arrived before the ambulance and chose to take 47F - Per to the hospital herself.
Name of Witness to the incident	N/A
Photos and Evidentiary Documents	Documents to be submitted later.

Contact Details		
Name	47F - Personal Privacy	
Phone Number		
Email Address		

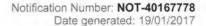


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serie Provider	ous Incident Details	
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

Service	
Service Legal Entity Name	
Service Trading Name	47F - Personal Pri Learning Centre
Service Approval Number	
Service Approval Status	Approved

ncident Type	Any incident involving serious injury or trauma to, or illness of, a child
nodoni Typo	while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
ncident Date	18/1/2017
ncident Time	15:20
Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Cut/open wound
Part of the Body	Face/head
Child's Name	47F - Personal Priva
Child's Gender	Male
Child's Date of Birth	47F - Pe





Please detail what steps were 47F - Personal Privacy notified 47F - Personal Priv taken to ensure parents were but no answer. notified as soon as practicable, Rang 47F - Persona @ 3:30 pm 18/01/17 including time, date and nature of notification 47F - returned to care the following day 19/01/17. Spoke to 47F -47F - I she went to the doctors. they checked his head and said they couldn't do anything. NO stitches or glues required 47F - Persona Name of parent or guardian notified Phone number of parent or guardian notified Further Details of the Incident 47F - I was playing in the rock creek. One of the older children was playing at the other side of the rock creek. The older children picked up a rock and through it in 47F - P direction. it struck 47F - in the back of the head causing a laceration on the back of his head. Please detail what steps were As per Risk assessment, when children are in that area of play, to assist then during this play experience to ensure no harm come to any child. taken or will be taken to prevent or minimise this type of incident guiding them during the learning experience in the future Details of Action Taken (e.g. Controlled bleeding, Cleaned wound and applied ice First Aid) Name of Witness to the incident 47F - Personal Photos and Evidentiary Documents Adequate supervision polic Supervision policy y[1].doc Adequate supervision proce Supervision procedure dure[1].docx corrective action plan 18-01- Corrective action plan 17 rock bed incident.docx 47F - Thead wond.jpg picture of head injury 47F - Incident form incident form.pdf atio JK SK K.pdf Ratio sheets JK SK K rooms ratio Toddlers.pdf Ratios sheets Toddlers 1 and 2 Rock river risk Rock river risk assessment assessment.pdf Staffing arrangements polic Staffing arrangement y[2].docx

Contact Details		
Name	47F - Personal Privacy	
Phone Number		
Email Address		

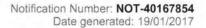


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serio	ous Incident Details
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved

ervice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

ncident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital	
Incident Date	19/1/2017	
Incident Time	14:30	
Location	Play space	
General Activity at the time	Play-based program	
Cause of Injury/Trauma/Illness	Child/child interaction	
Did Emergency Services attended	No	
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes	
Type of Injury/Trauma/Illness	Cut/open wound	
Part of the Body	Face/head	
Child's Name	47F - Personal Privac	
Child's Gender	Male	
Child's Date of Birth	47F - Personal Priv	





Please detail what steps were 47F - Personal Priva rang at 2.45pm. Left message. taken to ensure parents were ang at 2.48pm. Left message. notified as soon as practicable, rang at 2.55pm. Left message including time, date and nature 47F - Personal Priva rang at 3.15pm. Answered. 47F - Personal spoke of notification with 47F - I. Name of parent or guardian 47F - Personal Privacy notified Phone number of parent or guardian notified Packing away before afternoon tea. 4 children in small construction area. Child X threw construction wheel at 47F - Personal Privac. Hit Further Details of the Incident 47F - Pin the eye, splitting part of the eye along eye lash and small cut on corner of eye. Please detail what steps were Parents of other child spoken to on collection. taken or will be taken to prevent Other childs behaviour monitored. or minimise this type of incident Behaviour management plan to be formulated by ECT and Nominated in the future Supervisor regarding childs pro-social play strategies. (Other incidents throughout day).

Ice applied to eye for minimum 45 minutes.

47F - Personal Privacy

Photos and Evidentiary

Details of Action Taken (e.g.

Name of Witness to the incident None

Contact Details

First Aid)

Documents

Name

47F - Personal Privacy

Phone Number

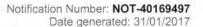
Email Address



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 <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
ervice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	
cident		
Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital	
Incident Date	31/1/2017	
Incident Time	12:40	
Location	Play space	
General Activity at the time	Play-based program	
Cause of Injury/Trauma/Illness	Child/child interaction	
Did Emergency Services attended	No	
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes	
Type of Injury/Trauma/Illness	Cut/open wound	
Part of the Body	Face/head	
Child's Name	47F - Personal Privad	
Child's Gender	Male	
	17F - Darc	

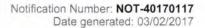
Child's Date of Birth





47F - (mother) was contacted within five minutes of the incident Please detail what steps were taken to ensure parents were occurring. She was informed of the injury and she requested that a notified as soon as practicable, photo be emailed through to her, so that she could decide if she wanted including time, date and nature to take 47F - Persona to the doctor. Parent decided to collect him and seek medical advice. Awaiting Outcome of injury of notification Name of parent or guardian 47F - Personal P notified Phone number of parent or guardian notified 47F - Persona and another child were playing on the mat when the other child pushed him. 47F - Persona fell onto a block box and him his head, causing it to split above his right eyebrow. Further Details of the Incident Please detail what steps were 1: Supervision Plan and Policy Reviewed taken or will be taken to prevent 2: Risk Assessment Reviewed or minimise this type of incident in the future Details of Action Taken (e.g. Pressure applied to wound until bleeding eased First Aid) Wound cleaned with sterile water 2x steri-strips applied 47F - Persona Name of Witness to the incident Photos and Evidentiary Documents Supporting Docs 31.1.17.pdf Supporting Docs

Contact Details		
Name	47F - Personal Privacy	
Phone Number		
Email Address		

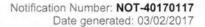




Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

rvice Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
ervice Approval Number		
ervice Approval Status	Approved	

ncident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	2/2/2017
Incident Time	15:50
Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Fracture/dislocation
Part of the Body	Arm/hand/finger
Child's Name	47F - Personal Priv
Child's Gender	Male
Child's Date of Birth	47F - Pers





Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification The parent was left a message at 4:00pm. The parent returned the call at 4:10pm and was requested to collect the child to seek medical attention.

Name of parent or guardian notified

Phone number of parent or guardian notified

Further Details of the Incident

47F - Personal

An educator noticed the child crying on the soft fall in the playground and approached the child. The child advised he was pushed by another child causing him to fall off the obstacle course. The child had no visible injury however approximately 20 minutes after the incident the child's left shoulder appeared to be swollen and the child said he was experiencing pain. The parent has since advised the service the child was taken to the hospital where he received an x-ray which showed he has a broken clavicle. The Area Manager - 47F - Personal Privacy 47F is aware of the incident. The service will continue to liaise with the family for when the child will return to the service.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Details of Action Taken (e.g. First Aid)

Name of Witness to the incident

Photos and Evidentiary Documents

Job799828_Action2982434

47F - Personal Privacy

An ice pack was applied to the shoulder.

47F - Personal F

Injury and illness report

Incident report.

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy



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 <u>Regulatory Authority</u> for assistance.

Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	Preschool & Kindergarten
Service Approval Number		
Service Approval Status	Approved	

ncident Type	Any incident involving serious injury or trauma to, or illness of, a child
псідені туре	while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
ncident Date	2/2/2017
ncident Time	09:00
Location	Outdoor other
Location (Other)	Slide attached to playground
General Activity at the time	Arrival at the service
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Fracture/dislocation
Part of the Body	Arm/hand/finger
Child's Name	47F - Personal Pri
Child's Gender	Male





47F - Personal P Child's Date of Birth Please detail what steps were Parents present at centre at time of accident. taken to ensure parents were notified as soon as practicable, including time, date and nature of notification 47F - Personal Privacy Name of parent or guardian notified Phone number of parent or guardian notified Further Details of the Incident Child standing at top of the slide, holding onto handles either side. Children behind pushed him and he fell to ground onto softfall. Please detail what steps were Children were grouped for discussion of revision for safe use of slide. taken or will be taken to prevent Waiting procedure demonstrated. or minimise this type of incident Verbal cue placed at top of slide: "Stop Sign" and box marked on in the future decking at top of slide to indicate required space between individuals Softfall to be checked for effectiveness Centre to investigate placement of horizontal bar at top of slide. Details of Action Taken (e.g. Ice pack applied to lower arm. First Aid) Administered by parent Name of Witness to the incident 47F - Personal Priv Photos and Evidentiary Documents IMG_6336.JPG Photo of slide 47F - Personal Privacy Centre Injury Report

Contact Details		779
Name	47F - Personal Privacy	
Phone Number		
Email Address		

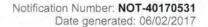


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

rvice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

dent	
Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	1/2/2017
Incident Time	15:20
Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Eye trauma
Part of the Body	Face/head
Child's Name	47F - Personal Priva
Child's Gender	Female





Phone number of parent or guardian notified

Name of parent or guardian

notified

Further Details of the Incident

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Details of Action Taken (e.g. First Aid)

Name of Witness to the incident

Photos and Evidentiary Documents

Supporting Docs SI01 1.2.17.pdf

47F - Personal P attempted to contact the child's mother 47F - Person 47F - P at 3:25pm immediately after the incident, the phone went directly to message bank and 47F - Person 47F - Pers

47F - Pattempted to contact the parent again at 3:45pm and advised 47F - Perso of the incident, 47F - Perso came directly to the service to collect 47F - P

47F - Personal Priva

While playing with a group of children 47F - P was hit by a rock thrown by another child. The rock hit 47F - under her right eye resulting in two small abrasions and swelling and bruising between her eye and cheek bone . First aid was rendered immediately and ice applied until 47F - P was collected by her mother from the service. Lead Educator 47F - Pe 47F - Pe attempted to contact 47F - Personal Prival mother) at 3.25pm and the phone went directly to voice mail, 47F - P left a message to contact the service. 47F - P attempted contact again at 3:45pm it was at this time she was able to advise 47F - Person f the incident 47F - Person advised she would collect 47F - immediately and come directly to the service.

Educators and Centre manager will review risk assessments and supervision plan of the senior play ground at scheduled educators meeting on Tuesday 7th Feb 2017. Educators will continue to educate the children regarding safe use of the rocks and other play equipment.

Area was cleaned by 47F - Personal P and Ice was applied, a fresh ice pack was given to the parent to take home and continue to use with the child

Medical Attention Sought - Awaiting Outcome

47F - Personal Pri

Supporting Docs

Contact Details

Name

Phone Number

Email Address

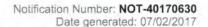


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	OSHC
Service Approval Number		
Service Approval Status	Approved	

Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	6/2/2017
Incident Time	08:15
Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Other
Type of Injury/Trauma/Illness (Other)	Inpact to ear
Part of the Body	Face/head
Child's Name	47F - Personal Priva





Child's Gender Male 47F - Perso Child's Date of Birth The incident happened at 8.15am on 6/2/17 and the parent was phoned Please detail what steps were taken to ensure parents were at 8.23am on 6/2/17 after first aid had been applied. notified as soon as practicable, including time, date and nature of notification 47F - Personal Name of parent or guardian notified Phone number of parent or guardian notified Further Details of the Incident The children were playing handball in the undercover area and there was disagreement over the rules of the game. A staff member was present supervising the game. Child A (Grade 47boy) was frustrated with 47F student hurt) as 47F kept continuously saying "you're not in this square" because he had gotten out but would not leave. Both students are the same age and have a friendship that goes up and down at times. Student A suddenly lashed out at 47F and hit him in the ear with his fist. Student A has a history of anger management which is being addressed as a result of this incident. As this occurred during Before School Care, a staff member took 47F to the school office and arranged for 47f to be collected by his grandmother who took him to the GP as 47f had indicated that his ear was ringing a bit and he could not hear well out of it. Mum has subsequently confirmed that the GP cleared him on any issues and he will return to the service today. Please detail what steps were We understand from Child A's parent, in hindsight, that there was an taken or will be taken to prevent altercation between the 2 boys at a birthday party on the previous or minimise this type of incident weekend that may explain the very quick escalation without warning in in the future this situation, however this did not justify his response. Rules of the game had been explained to the children before the game commenced but staff on this day and we will make all staff conscious of the interactions between the older boys to ensure that games do not get inappropriately physical. This retaliation happened very suddenly and was not possible to prevent at the time. Child A is being addressed separately. Staff will also discuss with children generally the importance of keeping their hands and feet to themselves and talk to children about the fact that just one punch can cause serious injury to another child which can have long term injury to a child. With the parent permission, this issue was also discussed by a School Plus Director 47F - Persowith the Deputy Principal of 47F - Personal Private Plus Director 47F - Personal 47F - Person who also offered and has spoken to Child A to reinforce this message. An ice pack was applied to the 47F ear and the Coordinator contacted 47F mum to advise of the incident. Mum arranged for 47F to be Details of Action Taken (e.g. First Aid) collected from the school office by his Grandmother who took him to the GP to check out his ear. The Coordinator checked with mum in the afternoon of 6/2/17 and mum texted back that 47F was fine. He returned to care on 7/2/17.





Photos and Evidentiary
Documents

Incident Report
07022017.pdf

47F - Personal Priv

47F - Personal Priv

47F - Pelncident 07022017

Contact Details

Name
Phone Number
Email Address

47F - Personal Privacy





Service Approval Status

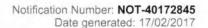
SI01 Notification of Serious Incident

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 <u>Regulatory Authority</u> for assistance.

Notification of Seri	ious Incident De	tails	
Provider Name	47F - Personal Privacy		
Provider Number			
Provider Approval Status	Approved		
Service	12/2011/15		The Control of
Service Legal Entity Name			
Service Trading Name	47F - Personal Privacy	Childcare Centre	
Service Approval Number			

Approved

ncident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	16/2/2017
Incident Time	10:25
Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Cut/open wound
Part of the Body	Face/head
Child's Name	47F - Personal
Child's Gender	Male
Child's Date of Birth	47F - Personal





Staff called Director down to room immediately. Director check on child. Called mum 47F - P at 10:30am on 16/02/17 to recommend a doctors visit.

Name of parent or guardian notified

Phone number of parent or guardian notified

Further Details of the Incident

was playing with another child using poly pipe on their arms to be robots. The other child hit a pipe into 47F - Pface. His skin split, halfway between his nose and upper lip, approx. 1cm in length. It cut deeply, almost all the way through.

Poly pipe has been packed away in shed until it can be re-checked for

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Details of Action Taken (e.g. First Aid)

47F - I was comforted, wound cleaned to see extent of wound. Ice pack applied. Staff members were supervising nearby but did not see incident. Verified story with 47F and other children.

Name of Witness to the incident

Photos and Evidentiary Documents

201702171 47F - Personal Privacy

Contact Details

Name

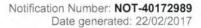
Phone Number

Email Address

47F - Personal Privacy

sharp edges (none apparent).

47F - Personal F





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 <u>Regulatory Authority</u> for assistance.

otification of Serie Povider	ous Incident Details	
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

ervice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	Early Learning Centre
Service Approval Number		
Service Approval Status	Approved	

Incident Type	Any incident involving serious injury or trauma to, or illness of, a child
	while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	16/2/2017
Incident Time	09:35
Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Cut/open wound
Part of the Body	Face/head
Child's Name	47F - Personal
Child's Gender	Male
Child's Date of Birth	47F - Persona

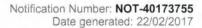




Please detail what steps were 9:40am taken to ensure parents were notified as soon as practicable, including time, date and nature of notification Name of parent or guardian 47F - Persona notified Phone number of parent or guardian notified Further Details of the Incident Child was hit in the right eye-lid with a block. Child was in the black area building and another child hit the first child with a a wooden block. Please detail what steps were Continue with active supervision. taken or will be taken to prevent or minimise this type of incident in the future Details of Action Taken (e.g. Ice pack applied immediately, child was comforted by staff. Student First Aid) health nurse was contacted 47F - Persona Name of Witness to the incident Photos and Evidentiary Documents 21.02.2017 - Parent contact 47F - Personal Privacy Parent Contact Details Incident Report Serious Incident Report SI01 - 16.2.17.pdf SI01

Contact Details

Name 47F - Personal Privacy
Phone Number
Email Address





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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

rvice		
Service Legal Entity Name		
Service Trading Name	47F - Per Early Learning Centre	
Service Approval Number	47F - Personal F	
Service Approval Status	Approved	

ncident Type	Any incident involving serious injury or trauma to, or illness of, a child
	while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
ncident Date	21/2/2017
ncident Time	14:30
ocation	Indoor other
ocation (Other)	Hat rack on the wall
General Activity at the time	Transition
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Other
Type of Injury/Trauma/Illness Other)	suspected concussion
Part of the Body	Face/head



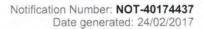
47F - Personal Pri Child's Name Child's Gender Male 47F - Personal P Child's Date of Birth Please detail what steps were Mother called at 3.25pm- no answer Mother called again at 3.30pm- no answer taken to ensure parents were notified as soon as practicable, Father called at 3.32pm- voicemail left including time, date and nature No other contacts available Mother called back at 3.48pm-spoke with 2IC who informed her of the of notification Mother called centre later that afternoon at approx. 4.55pm after doctor's appointment to advise they were referred to the hospital for monitoring of suspected mild concussion. Name of parent or quardian 47F - Personal Pr notified Phone number of parent or guardian notified Further Details of the Incident On Tuesday 21st February 2017 at approx. 2.30pm, child 47F -47F - Perso was pushed by another child into a wooden dowel rack (see attached Incident Report). Child was closely monitored and became unwell at approx. 3.20pm. Nominated Supervisor was notified and parent contacted immediately. Parent collected child at approx. 4.05pm to attend doctor appointment booked by Mum 47F - Personal Priv Debrief with staff involved in incident. Please detail what steps were taken or will be taken to prevent Room staff to consider need for dowel rack in room. or minimise this type of incident Update risk assessment for dowel rack. in the future Senior Educator 47F - Personal P provided first aid (ice pack) and observed child closely after incident. Nominated Supervisor 47F - Per Details of Action Taken (e.g. First Aid) 47F - Per informed and inspected child immediately. 2IC 47F - Personal instructed to call parent while Nominated Supervisor continued to monitor 47F - Child given water, a cool place to rest and a cool face washer. Mum arrived at approx. 4.05pm. 47F - Personal I Name of Witness to the incident Photos and Evidentiary Documents SI01 47F - Personal Privacy attached documents 22.2.

Contact Details

Name

Phone Number

Email Address





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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

ervice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	J

Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	24/2/2017
Incident Time	15:25
Location	Play space
General Activity at the time	Leisure-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Cut/open wound
Part of the Body	Face/head
Child's Name	47F - Perso
Child's Gender	Male
Child's Date of Birth	47F - Perso





47F - Parents were phoned immediately (at 3:30pm on Thursday 23rd February) and it was requested that they collect 47F immediately and take him to seek Medical advice.

47F - was collected at 4:10pm by his Mother 47F - Personal 147F - Personal 147

Name of parent or guardian notified

Phone number of parent or guardian notified

47F - Personal I

Further Details of the Incident

There was a group of children playing with a plastic toy lady bug and one of the children had taken the toy and was running around with it, the other children chasing this child. The child then threw the lady bug and it accidentally hit 47F in the eye causing a cut directly under his eyebrow.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future After reflection, this incident was not caused due to any activity that posed a particular risk to children's safety. It was a game that the children were playing and an accident happened as a result of a child throwing a plastic toy.

We will continue to support our educators in their supervision of all children and continue to explore how to talk about "risk" and making safe choices with our children.

Details of Action Taken (e.g. First Aid)

Pressure was applied to the wound, ice was applied to reduce swelling, and the wound was gently wiped clean- the small cut to his eyelid did stop bleeding after a few minutes and steri strips applied. The child was monitored closely by 47F - Personal

Name of Witness to the incident

Photos and Evidentiary Documents 47F - Personal Priva

Incident Report.pdf

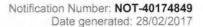
Incident Report

Contact Details

Name

Phone Number

Email Address





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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

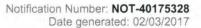
Service	
Service Legal Entity Name	
Service Trading Name	47F - PersOutside School Hours Care
Service Approval Number	47F - Personal Priva
Service Approval Status	Approved

Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	22/2/2017
Incident Time	17:10
Location	Outdoor other
Location (Other)	Oval
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Cut/open wound
Part of the Body	Face/head
Child's Name	47F - Persona
Child's Gender	Male



Child's Date of Birth	47F - Perso
Please detail what steps were taken to ensure parents were notified as soon as practicable including time, date and nature of notification	·
Name of parent or guardian notified	47F - Personal Priv
Phone number of parent or guardian notified	
Further Details of the Incident	A child was hit in the lip with a plastic cricket bat by another child.
Please detail what steps were taken or will be taken to prever or minimise this type of incider in the future	[18]
Details of Action Taken (e.g. First Aid)	Child brought to centre, paper towel and ice pack applied
Name of Witness to the incider	47F - Personal Privacy
Photos and Evidentiary Documents	
img095.jpg	Inciden,Illness and Accident Form

The state of the s
nal Privacy



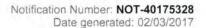


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

Service	Aug 1909 Block College	
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

ncident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	1/3/2017
Incident Time	09:20
Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Cut/open wound
Part of the Body	Face/head
Child's Name	47F - Personal
Child's Gender	Male
Child's Date of Birth	47F - Persona





Name of parent or guardian notified

Phone number of parent or guardian notified

Further Details of the Incident

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Details of Action Taken (e.g. First Aid)

Name of Witness to the incident

Photos and Evidentiary Documents

> SI01 Supporting Docs 1.3.17.pdf

1.03.17 - After first aid was applied to 47F - Person called mum 47F - 47F - Person mobile and home numbers at 930am (no response), 945am (no response) and then 950am spoke to mum. She said she was coming in to pick him up and decide if she was going to take him to the doctors.

47F - Personal Pri

Incident occurred during playtime outdoors. 47F - was playing on a 4 wheeled car on a car track when another child knocked 47F - in the back of the head with a small wooden block. This caused a bump on his head which also had a graze mark on which was bleeding. 47F - was comforted immediately, first aid applied and TLC given. Bleeding stopped quickly once pressure was applied. He refused an icepack. 47F sat with 47F - Pers (Lead educator) for 20 minutes and in that time he was irritable if moved. When 47F stood up he seemed a bit wobbly on his feet. After 20 minutes of sitting with 47F - Pers he started interacting with other children again and playing with activities. Seemed steady on his feet after this time. He had settled by then.

1: Discussed limits, rules and safety with the children.

2: Reviewed supervision with the educators.

3: Staff memo put out regarding supervision and safe set ups.

4: Discuss other child's actions with his family and start a behaviour management plan.

47F - was comforted immediately. 47F - Per called to 47F - Per (Director) they needed assistance and 47F - Psaid to lead educator we may need you 47F - Personal Privac was on educational leader planning at the time of the incident).

We attended to 47F - by cleaning the wound, wiping him clean and 47F - Persheld the cool cloth on the back of his head for about 5 minutes before moving him indoors to change his shirt and sit with him. The bleeding had stopped after pressure was applied.

47F - Personal F

Supporting Docs

Contact Details

Name

Phone Number

Email Address



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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

Service		1
Service Legal Entity Name		
Service Trading Name	47F - Personal Family Day Care	
Service Approval Number		
Service Approval Status	Approved	

ncident Type	Any incident involving serious injury or trauma to, or illness of, a child
	while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
ncident Date	6/3/2017
ncident Time	14:25
Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Other
Type of Injury/Trauma/Illness (Other)	47F - Pebumped her head, causing a cut to her forehead, however, the cut did not bleed.
Part of the Body	Face/head
Educator Name(s)	47F - Personal Privac





47F - Personal Privacy Educator's Address Child's Name Child's Gender Female 47F - Perso Child's Date of Birth Please detail what steps were After the initial first aid was administered, 47F - Pers phoned mother at taken to ensure parents were 14.32pm notified as soon as practicable, including time, date and nature of notification 47F - Personal Name of parent or guardian notified Phone number of parent or guardian notified 47F - Personal Privacy Further Details of the Incident were playing on the foam turtle play set on the undercover patio. 47F pushed 47F - P causing her to fall and hit her head. Please detail what steps were The accident was a result in children's play reaching an excited level, and a friendly push, led to 47F - P tumbling off the play equipment.

47F - Person will continue to actively supervise the children's play, and taken or will be taken to prevent or minimise this type of incident in the future ensure that the soft fall mats are in place. 47F - Perso applied ice to 47F - Per forehead, comforted her, and phoned Details of Action Taken (e.g. First Aid) her mother. Name of Witness to the incident Photos and Evidentiary Documents to be submitted later. Documents

Name 47F - Personal Privacy Phone Number

Email Address





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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

Service	
Service Legal Entity Name	
Service Trading Name	47F - Perso Early Learning Centre
Service Approval Number	47F - Personal
Service Approval Status	Approved

lent	
Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	7/3/2017
Incident Time	10:00
Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Cut/open wound
Part of the Body	Face/head
Child's Name	47F - Personal Priv
Child's Gender	Female
Child's Date of Birth	47F - Persona





Name of parent or guardian notified

Phone number of parent or guardian notified

Further Details of the Incident

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Details of Action Taken (e.g. First Aid)

Name of Witness to the incident

Photos and Evidentiary Documents

47F - Persemum was contacted by phone at 10.15a.m. on the 7/3/17 - fifteen minutes after the incident occurred.

47F - Personal Privacy

Entered by RA:SE - 47F - Pe was playing inside a cubby house in the yard. She came out with blood streaming from her left nostril. She and another child told staff another child had hurt her. That child was seen returning a plastic coated wire stick that had a toy butterfly on it into the garden. Children reported it was inserted into her nostril from outside the cubby.

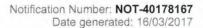
47F - Personal Privacy

Contact Details

Vame

Phone Number

Email Address

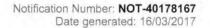




Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
vice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy Outside School Hours Care
Service Approval Number	
Service Approval Status	Approved
ident	
ident Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service
	which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	15/3/2017
Incident Time	08:10
Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	No
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Concussion
Part of the Body	Face/head
Child's Name	47F - Personal Pri
Child's Gender	Male 47F - Personal F





Mother called and advised of injury at 8.35. Advised child had no obvious signs of concussions and appeared calmer. Also, advised mother than teacher has been advised of injury and would also be assessing.

MOTHER ADVISED 7.02AM ON 16/03 THAT CHILD WAS TAKEN TO HOSPITAL DURING DAY (AFTER SCHOOL CALLED) AND HAD MILD CONCUSSION.

Name of parent or guardian notified

Phone number of parent or guardian notified

Further Details of the Incident

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Details of Action Taken (e.g. First Aid)

Name of Witness to the incident

Photos and Evidentiary Documents

47F - Personal Privacy

47F - Personal Privacy

Unauthorised play fighting at Junior Playground. Both boys were displaying physical misconduct through strking each other. E.g. arm and legs. 47F - Pfell over and injured his head and elbow.

Talk to children more regularly about rough play – the dangers and why it is not allowed.

Ensure all staff (written and verbal communication) are using the redirect technique when they see children behaving inappropriately.

An ice pack was given and applied to the area. At this time a red mark only appeared and no noticeable lump present. Child was monitored closely until bell rang. Coordinator advised at 8.30 and walked child to class and advised teacher. Parent then called and advised of situation.

47F - Personal

Contact Details

Name

Phone Number

Email Address

Notification Number: NOT-40093087



SI01 Notification of Serious 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 <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

Service		
Service Legal Entity Name		
Service Trading Name	47F - Persor Early Learning Centre	
Service Approval Number	47F - Personal	
Service Approval Status	Approved	

lent	
Incident Type	* Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
Child's Name	47F - Personal P
Child's Gender	Female
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Persona Kindy Teacher, notified 47F - Pmother 47F - Personal face to face at 5:00pm when she arrived to collect 47F - from the centre.
Name of child's parent(s) or guardian(s)	47F - Personal Privacy
Phone number of child's parent (s) or guardian(s)	
Date of incident	14/10/2015
Description of incident (including time, location, circumstances, emergency services involvement, etc)	In summary, 47F - Personal Pr and 47F - Personal were found in the toilets. 47F - later admitted to looking at her vagina. Upon discussions with 47F - Personal Pri Student Protection Officer at 47F - Personal Pri on 15/10/15 with 47F - Personal Privacy mother) it

Page 1 of 3 Date generated: 15/10/2015



time, location, circumstances, emergency services involvement, etc)

Description of incident (including appears that digital penetration occurred during the time in the toilets. 47F - Personal Privacy
The following provides further details from staft.

47F - Personal provided this report immediately after the event, Wednesday 14.10.15; This afternoon at about 4:35pm, Staff noticed 47F - Personal Privacy was not visible in the playground. We immediately began looking for him and found him about 2 or 3 minutes later in the 47F - Petoilets with 47F - Personal Privacy

Come out of the cubical and it was ok to come out and 47F - Personal 47F 47F - Pel asked 47F - if she was alright. 47F - immediately said "He tried to touch my vagina". All 3 staff 47F - Personal Privacy sat with 47F - Personal Privacy sat with 47F - who was slightly teary and visibly upset and shaky and asked her if she was hurt or in any pain 47F - said she was ok but sad. 47F - explained that 47F - Phad asked her to go into the toilets with him. Once in there he had asked her to see her vagina and touch it 47F - Fwas comforted and staff stayed with her until mum came. I also spoke to 47F - F but he denied having tried to see her vagina and said "She must have misunderstood me". He also asked if I was going to tell his parents. I reported the incident to 47F - Personal Priv(Responsible person in Charge) as well and also rang 47F - Personal as soon as I was free to. communication with her regarding this incident. 47F - Per mum has also been spoken to and she sat with 47F - Phe admitted that he had asked the little girl to go onto the toilet and he just wanted to see what her vagina looked like. He also admitted to shutting the external toilet door. 47F - Pelmum wanted to know what would now happen. I told her I would be required to report the incident and we would be in communication with her as to what would be our next step. I tried to reassure her that the result would probably look something like counselling, but that I was not at all sure what the protocol was, but we would be in communication with that information. 47F - Personal P provided this report after having an impromptu meeting with 47F - Personal Privacy mother & 47F - Personal F (Administrative Receptionist), Wednesday 15.10.15; At 8.10 this morning 47F - Personal arrived with her Mother 47F - Pe 47F - Pe was talking to 47F - Pe (front desk administrator) and was very distressed. She asked if she could talk to me regarding an incident that had occurred with her daughter 47F - yesterday afternoon after I had left the premises. I had no prior knowledge that there had been an incident. 47F - Persaccompanied me, on my request, into 47F - Pers office where 47F - Per explained what had occurred. 47F - Persacrived at 5.10pm yesterday afternoon 47F approached her and explained that there had been an incident with 47F - Personal said that 47F - told her that another child (a boy) had taken 47F - into the toilet and locked the door 47F - Pesaid that 47F explained that she thought nothing had happened in the toilet. 47F - Pesaid that 47F - Personal Private Arms 1981 said that she felt the staff didn't really know what had happened but it was all a bit of a blur when 47F - Personal Priv were talking to her as she was in shock 47F - P then explained that she took 47F - Personal Privacy and then home. She said that she spoke to 47F - about the boy in the toilet and 47F - told her that the boy had told her to go into the toilet with him. 47F - P said that 47F told her that the boy had taken her into the toilet and told her to pull down her pants and touched her. She said 47F - Personal Privacy

Notification Number: NOT-40093087



	47F - Personal Privacy
	47F - Personal Privacy I asked 47F - PI "do
	you know how she got out of the toilet" and 47F - Pe told us that 47F - Per had come to the toilet and unlocked the door. She said 47F - Pe had cuddled her and she stayed with 47F - Pe for the rest of the afternoon.
	47F - Pelassured 47F - Pelassured 47F - Pelassured 47F - Person Child Protection and the police. She explained that the parents of the boy had been contacted and that the child would no longer be able to attend the service. 47F - Person would contact her today after 11am. We both comforted 47F - Peland I assured her I would keep 47F - close to me today and be there for her if 47F - brought up the incident with me. 47F - Pelasked if I would please tell her if 47F - talked about the
	incident with her. During the conversation 47F - Pe appeared distressed and confused names and jumped from event to event when talking about it.
Photos and Evidentiary Documents	
47F - Personal Incident Report	
Name(s) of educators who witnessed the incident	47F - Personal Privacy
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)	

Contact Details Name Phone Number Email Address 47F - Personal Privacy



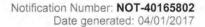


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

Service	
Service Legal Entity Name	
Service Trading Name	47F - Personal Priv School Age Care
Service Approval Number	
Service Approval Status	Approved

ncident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child
	attended, or ought reasonably to have attended, a hospital
Incident Date	3/1/2017
Incident Time	12:15
Location	Play space
General Activity at the time	Leisure-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	Yes
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Cut/open wound
Part of the Body	Face/head
Child's Name	47F - Personal Privacy
Child's Gender	Male
Child's Date of Birth	47F - Persona





Name of parent or guardian notified

Phone number of parent or guardian notified

Further Details of the Incident

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Details of Action Taken (e.g. First Aid)

Name of Witness to the incident

Photos and Evidentiary Documents

47F - Personal Privacy

47F - Persmother was phoned following the incident at approximately 12.25pm, and was informed of the incident. The Coordinator explained that she felt he needed stitches and due to this an ambulance was called.

47F - Personal Priva

47F - Pewas playing with another child when the other child pushed him and he fell back hitting his head on the corner of a door. This caused a cut to his forehead. The Coordinator called an ambulance as she felt that the cut would need stitches. The child was taken to hospital for assessment and we are waiting on information of the outcome.

Children are reminded at the start of each play session about the rules and safety precautions. Children will continue to be spoken to in regards to safe play and interactions.

Paper towel was applied to assist with the bleeding and the child was made comfortable while waiting for the ambulance.

Incident report

Contact Details

Name

Phone Number

Email Address

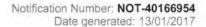




Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
ervice Service Legal Entity Name		77.959
ervice Service Legal Entity Name Service Trading Name	47F - Personal Privacy	
Service Legal Entity Name	47F - Personal Privacy	

anida at Tura	Any incident involving against interest of a state of a
ncident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
ncident Date	12/1/2017
ncident Time	10:10
Location	Play space
General Activity at the time	Leisure-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	Yes
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Cut/open wound
Part of the Body	Face/head
Child's Name	47F - Personal Pr
Child's Gender	Male
Child's Date of Birth	47F - Person





The parent was contacted at 10:12am and requested an ambulance be contacted.

Name of parent or guardian notified

Phone number of parent or guardian notified

Further Details of the Incident

47F - Persona

The child was the playground, when another child hit the child on the left side of the forehead with a toy metal road sign, causing an open wound approximately 4cm in length. Educators applied cold compress and the parent was contacted. The mother requested the service to contact an ambulance, which was contacted at 10:15am. The ambulance attended the service at 10:40am. The child was transported to the local hospital, accompanied by the parent. The child received 8 stitches, to close the wound. The child will return to the service on

The children's road signs have been removed from the environment.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Details of Action Taken (e.g. First Aid)

Name of Witness to the incident

Photos and Evidentiary Documents

47F - Persona Incident Report.pdf

Compression applied, until the ambulance attended the service.

47F - Personal Priva

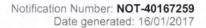
Incident Report

Contact Details

Name

Phone Number

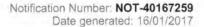
Email Address





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 <u>Regulatory Authority</u> for assistance.

lotification of Serioเ ^{Provider}	us Incident Details
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
Service	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy OSHC
Service Approval Number	
Service Approval Status	Approved
ncident	
Incident Incident Type	Any incident involving serious injury or trauma to, or illness of, a child
	while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	13/1/2017
Incident Time	12:50
Location	Play space
General Activity at the time	Transition
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	Yes
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Sprain
Part of the Body	Arm/hand/finger
Child's Name	47F - Personal
Child's Gender	Female
Child's Date of Birth	47F - Person





Staff rang mum on the phone a few minutes after the incident happened and left a message. It was then assessed that an ambulance should be called. Mum called the service back at 1.09pm. The Coordinator,

47F - Personal explained the action taken and that an ambulance had been called. The Ambulance arrived at 1.20pm and Mum also arrived soon thereafter whilst the ambulance was at the service.

Name of parent or guardian notified

Phone number of parent or guardian notified

Further Details of the Incident

47F - Personal P

See Incident Report Attached

The student was siting on the edge of the stage in the school hall. When the group was transitioning to the next activity, a child sitting at the base of the stage pulled 47F - Pe legs causing her to slip off the edge of the stage landing awkwardly on her left wrist and her bottom. First Aid was immediately applied in the form of an ice pack however after being monitored for 10 minutes it was decided by staff to contact the ambulance as swelling was present.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future Staff were debriefed after the incident and reminded that children were not to sit on the edge of the stage or be on the stage, as this area is out of bounds. NB Children had not been playing on the stage, just resting on the edge of it. This message will also communicated in a follow up email to all staff issued with the weekly roster.

Staff spoke to children to remind them of the rules around the stage. This will also be reinforced during morning and afternoon chat times with the children on an ongoing basis.

Details of Action Taken (e.g. First Aid)

An ice pack was applied to the wrist however the wrist swelled up within 10 minutes of the incident and was quite painful so the decision was made to ring an ambulance.

The ambulance arrived 30 minutes after the incident and the ambulance officer decided that an x-ray would be required and the ambulance officer placed a splint on her arm.

The parent was happy with the action taken by the service to support 47F - F and staff also contacting the ambulance as mum could not be initially contacted..

The parent rang staff at 4pm on the same day and advised staff that the injury had been assessed as a sprain at this stage but they had to go back in 5 days for a follow up xray. The parent then dropped off a copy of the Hospital Report to the Service.

47F - Pereturned to care on 16/01/2016 with her arm in a sling and a compression bandage. She had a good day.

Name of Witness to the incident

47F - Personal Privacy

(Assistant Coordinator)

Photos and Evidentiary Documents

Hospital report.pdf

Hospital Report

Incident Report 47F - Persona 12012017.pdf

Incident Report 47F - Person

Stage photo.jpg

stage photo





Name Phone Number Email Address A7F - Personal Privacy A7F - Personal Privacy



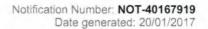


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

otification of Serious Incident Details		
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved

ncident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	19/1/2017
Incident Time	10:50
Location	Play space
General Activity at the time	Leisure-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	Yes
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Cut/open wound
Part of the Body	Face/head
Child's Name	47F - Personal
Child's Gender	Male
Child's Date of Birth	47F - Person





Parent was notified at 11am and requested staff to contact an ambulance.

Name of parent or guardian notified

Phone number of parent or guardian notified

Further Details of the Incident

47F - Personal

On 19 January 2017, an ambulance attended 47F - Personal Privacy 47F - Personal to provide medical treatment to a male child aged 4 years who sustained an injury whilst at the service. At 10.50am, the child was hit in the head with a plastic shovel by another child. The child sustained a cut to the forehead as a result of the incident. An ambulance was contacted and attended the service. Paramedics treated the child at the service. The child did not require transportation to the hospital.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Details of Action Taken (e.g. First Aid)

Name of Witness to the incident

Photos and Evidentiary Documents Cold compress applied and wound was cleaned and dressed.

47F - Personal

Documents to be submitted later.

Contact Details

Name

Phone Number

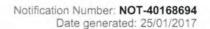
Email Address





ovider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
vice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Family Day Care
Service Approval Number	
Service Approval Status	Approved
ident	
Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	20/1/2017
Incident Time	11:40
Location	Play space
Comment Australian at the store	Maral Gran

	attended, or ought reasonably to have attended, a h
Incident Date	20/1/2017
Incident Time	11:40
Location	Play space
General Activity at the time	Meal time
Cause of Injury/Trauma/Illness	Child/adult (non-staff) interaction
Did Emergency Services attended	Yes
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Fracture/dislocation
Part of the Body	Arm/hand/finger
Educator Name(s)	47F - Personal Privacy
Educator's Address	
Child's Name	





Child's Gender Female 47F - Pers Child's Date of Birth Please detail what steps were the mother was called immediately after the ambulance was called and arrived before the ambulance arrived, the mother was called on her taken to ensure parents were notified as soon as practicable, mobile phone including time, date and nature of notification 47F - Personal Name of parent or quardian notified Phone number of parent or guardian notified Further Details of the Incident the child was sitting a trike in he play area, her sister pulled the trike out from under her, the child fell forward and broke the fall with her right hand breaking her wrist Please detail what steps were there was not environmental risk to fix, it was an accident caused by taken or will be taken to prevent sibling or minimise this type of incident in the future Details of Action Taken (e.g. the educators own child called 000 while the educator comforted the First Aid) injured child, they sat in the shade, the educator tried to apply ice but it was to painful for the child, the mother was called and arrived to go into the ambulance with the child to the hospital. 47F - Personal Privacy Name of Witness to the incident Photos and Evidentiary Documents 47F - Perscodf Office incident form fo 47F - Personal Privacy

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy



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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved

Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service
	which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	6/2/2017
Incident Time	10:15
Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	Yes
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Other
Type of Injury/Trauma/Illness (Other)	Pulled arm
Part of the Body	Arm/hand/finger
Child's Name	47F - Personal Privacy



Child's Gender Male 47F - Persona Child's Date of Birth The parent was contacted at 10:30am and attended the service shortly Please detail what steps were taken to ensure parents were after. notified as soon as practicable, including time, date and nature of notification 47F - Personal Pri Name of parent or guardian notified Phone number of parent or guardian notified Further Details of the Incident On 6 February 2017, an ambulance attended 47F - Personal Privato provide medical treatment to a male child aged 47F - Persmonths who sustained an injury whilst at 47F - Personal Priv. At 10.15am, another child twisted the child's left arm behind his back. There was no visible injury however the child was communicating his arm was sore. The parent was notified and requested an ambulance be contacted. The ambulance attended at 11.15am and paramedics assessed the child's arm. The child displayed full movement of the arm. The child did not require transportation to the hospital for further treatment. The child was taken home to continue to be monitored by the parent. The child is expected to return to care on 7 February 2017. Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future Details of Action Taken (e.g. The child was monitored First Aid) Name of Witness to the incident 47F - Personal F Photos and Evidentiary Documents Job801857 Action2988341 Incident report 47F - Personal Pi

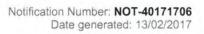
Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy

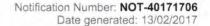




Notification of Serie Provider	ous Incident Det	ails	
Provider Name	47F - Personal Privacy		
Provider Number			
Provider Approval Status	Approved	•	

rice		
Service Legal Entity Name		-
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

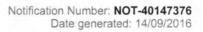
Incident Type	Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	10/2/2017
Incident Time	01:57
Location	Outdoor other
Location (Other)	Kindy B Veranda area
General Activity at the time	Sleep/rest
Cause of Injury/Trauma/Illness	Child/child interaction
Did Emergency Services attended	Yes
Was urgent medical attention sought by a registered practitioner and/or hospital	Yes
Type of Injury/Trauma/Illness	Cut/open wound
Part of the Body	Face/head
Child's Name	47F - Perso
Child's Gender	Male





47F - Persona Child's Date of Birth Please detail what steps were 1:58pm notify 47F - P (mum) in person taken to ensure parents were 2:00pm notify (Dad) via phone. notified as soon as practicable, including time, date and nature of notification 47F - Personal Name of parent or guardian notified Phone number of parent or guardian notified Further Details of the Incident During rest period 47F - and another child was play at the Kindy B Veranda with playdough when the two children had a disagreement and another child pick up an playdough toy and threw it at 47F - Pin a short distance with a force which cause the deep laceration above his right forehead. 47F - Peimmediately cried for help and was in pain when a staff member comfort him and notice the blood bleeding out of the wound. 47F - Pe emergency was call on site to assessed on the injury and seek if further medication attention can be given with parent's consent. Under 47F - Pemergency advice an Ambulance was call to ensure there was no further injury as it is an head injury. Ambulance call at 2:29 and arrived @ 3:22 after the ambulance service have provide medication advice 47F - I was clear by the ambulance service for the parent to take him home and monitor his health and advise the injury is unable to be glue or stitch it just need to be heal Please detail what steps were The injury is an accident as the toy that was threw at the child was taken or will be taken to prevent check and was safe with round edge and no sharp edges. or minimise this type of incident reflection on the incident the teacher will be speaking to the children in the future regarding to hurtful action and more behavior guidance in the classroom amount the team. Reflection on Supervision: during the accident a staff member was only an arm distance away. Details of Action Taken (e.g. Ice and pressure applies on the wound to stop the bleed First Aid) 47F - Persona Name of Witness to the incident Photos and Evidentiary Documents Incident Report - 47F - Persona Incident Report - 47F - Persona 10.02.17 10.02.17.pdf

Contact Details Name Phone Number Email Address 47F - Personal Privacy Email Address

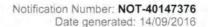




Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privi School Age Care	
Service Approval Number		
Service Approval Status	Approved	

cident Type	* A child was taken or removed from the service in a manner that contravenes the Regulations.
Child's Name	47F - Personal Privacy
Child's Gender	Female
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	On 12/9/16 at approximately 1730 the parent arrived at the service. At 1726 the parent received a text from a member of the public indicating that the child 47F—was with her and had been found in a street a distance from the service.
Name of child's parent(s) or guardian(s)	47F - Personal Privacy
Phone number of child's parent (s) or guardian(s)	
Date of incident	12/9/2016





Description of incident (including time, location, circumstances, emergency services involvement, etc)

Description of incident (including time, location, circumstances, investigated as a policing incident.

At this point, and as indicted to ECEC on 13/9/16, the matter is being investigated as a policing incident.

At 1700 on 12/9/16 a head count was conducted identifying 19 children to be present at the service including the child 47F - At 1710 the service transitioned to the indoor space and at this time it was noted that 47F was not present. The service implemented correct procedure to locate the child including searching all indoor and outdoor areas of the venue. This search included additional 47F - staff from the branch. At the time the service was conducting a search of the premise the parent arrived at the service and had received communication via phone from a parent that the parent had the child 47F . The parent then brought 47F to the service to where 47F - Pers (mother was). From this point Police were contacted and were in attendance at the service and ongoing investigations are being conducted.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future Trees adjacent to gates have been cut back.

Clear perspex has been purchased and will be installed at the bottom of gates.

Visual reminders of out of bounds areas have been implemented. Representatives of the Approved Provider and QPS will be present at the service.

Upskilling will be undertaken with service staff

Documents to be submitted later.

Photos and Evidentiary Documents

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

47F - Personal Privacy

station

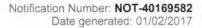
Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy



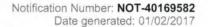


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved Service Service Legal Entity Name Service Trading Name 47F - Personal Privacy

Service Legal Entity Name	1
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved

dent	
Incident Type	A child was missing from the education and care service or was not able to be accounted for
Incident Date	30/1/2017
Incident Time	15:00
Did Emergency Services attended	Yes
Missing Type	Child did not attend - child initiated
Duration Missing	More than 30 mins but less than 1 hour
Child's Name	47F - Personal
Child's Gender	Male
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Parent contacted initially at 15:03 and then at 15:25. Parent of belief that 47F - had caught bus home by mistake. Parent proven correct.
Name of parent or guardian notified	47F - Persona
Phone number of parent or guardian notified	





Further Details of the Incident Child failed to turn up for ASC booking. School contacted, parent (15:03, 15:25) contacted. Policed contacted to report unaccounted for child (15:28). At 15:37 police contacted and said child had been located. He had caught bus home. Mum met him on arrival of bus. Please detail what steps were Staff followed policy & procedure taken or will be taken to prevent Coordinator discussed with mother about how she reiterated with 47F or minimise this type of incident and his brother which days were ASC days. Mum to use a planner to in the future Details of Action Taken (e.g. Parent contacted, school contacted and finally policy notified as per First Aid) procedure. Name of Witness to the incident 47F - Personal Pr Photos and Evidentiary Documents Incident reflection tool Incident Reflection 47F - P60 1 17.pdf Incident report 47F - Persona Incident Report 30 1 17.pdf

Contact Details		
Name	47F - Personal Privacy	
Phone Number		
Email Address		



SI01 Notification of Serious Incident

rovider	
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Per Outside School Hours Care
Service Approval Number	47F - Personal F
Service Approval Status	Approved
cident	
Incident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Privad
Child's Gender	Male
Child's Date of Birth	47F - Persor
Please detail what steps were	47F - Personal Privacy was called at 1.07pm.
taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	000 - Police was called at 1.08pm. 47F - Personal Pi - Parent was called at 1.09pm.
Name of child's parent(s) or guardian(s)	47F - Personal Pi
Phone number of child's parent (s) or guardian(s)	
Date of incident	29/9/2015
Description of incident (including time, location, circumstances, emergency services involvement, etc)	47F - Person noticed that 47F - Person from the building. He alerted me at 12.55pm and a search of the school ground was started. Police and parent was called.
Photos and Evidentiary Documents	
47F - Personal Privacy	



Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

17F - Personal	I Privacy
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Contact Details

Name

47F - Personal Privacy

Phone Number

Email Address



Notification of Serion Provider	ous Incident Details		
Provider Name	47F - Personal Privacy		
Provider Number			
Provider Approval Status	Approved		

Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

ncident Type	* Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought.
	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Privac
Child's Gender	Female
Child's Date of Birth	47F - Perso
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - P did not arrive to the service for after school care, after the bell rang at 2.35pm. 47F - P was expected to arrive between 2.40-2.50pm. When the child had not arrived to the service the mother was rung 7 times between 2.55pm and 3.30pm, Dad was rung 6 times between 3.05pm and 3.35pm, Grandmother was rung 4 times between 3.05 and 3.40pm. The school office was called for information and team members located 47F - Pc classroom teacher to ask about the child's collection/movements from the classroom after the bell.
Name of child's parent(s) or guardian(s)	47F - Personal Privacy
Phone number of child's parent (s) or guardian(s)	
Date of incident	30/11/2016



time, location, circumstances, emergency services involvement, etc)

Description of incident (including time, location, circumstances, 2.50pm team members attempted to contact 47F - Personal (mother), 47F - Personal Pri (Father) and 47F - Persona (Grandmother) repeatedly. The school could not provide information about the child's movements after the bell had rung. The Coordinator 47F - Personal notified her Area Coordinator at approximately 3.00pm that there was a child unaccounted for. By 3.30 as no contact had been made from any family member, key stakeholder at the school, to verify where 47F - Pwas the police were contacted. 47F - Personal P (Area Coordinator) contacted the police and explained the circumstances, location of the service and so on, whilst on the phone to the poice, a text message was sent tothe area coordinator confirming that 47F - Pel Grandmother had made contact with the program (phone) and the child had been confirmed safe 47F - Per mother had suffered a seizure that day and grandmother was unaware the child was booked into afterschool and under the circumstances collected 47F - P straight from school.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Unforseen family circumstances lead to miscommunication amoungst the family. The family have been asked to add alternate contact information to thier enrolment - home numbers and work number to assist our team in contacting all members and confirming the safety of thier child.

Photos and Evidentiary Documents

47F - Personal Privacy

Name(s) of educators who witnessed the incident

47F - Personal (Program Co-ordinator)

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

On the phone to the police for one minute only.

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy



SI01 Notification of Serious Incident

Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		

dent	
Incident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal F
Child's Gender	Male
Child's Date of Birth	47F - Person
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Parent attended the Service too collect child at 4.15 pm when it became clear that he had not arrived at the Service and his absence had not been identified as he was not on the Roll.
Name of child's parent(s) or guardian(s)	47F - Personal Privacy
Phone number of child's parent (s) or guardian(s)	
Date of incident	27/1/2016
Description of incident (including time, location, circumstances, emergency services involvement, etc)	Parent arrived to collect child at 4.15 pm. Child not present in Service and not on Roll. Following protocol school searched, emergency numbers called and ultimately the police at 4.28 pm. At 4.34 pm Parent having returned home contacted the Service saying that 47F - F had walked home from school and was safe.



Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Identified error in managing booking when elder brother's booking was cancelled on moving to high school. Coordinator counselled by Regional Manager, provided remedial training, all other changes in bookings reviewed and critical reflection of incident undertaken. Follow up meeting with parents organized for 2/2/2016.

Photos and Evidentiary Documents

47F - Personal Privad incident follow up report Incident Follow Up Report 227 01 2016.pdf

47F - Personal Privacy

Critical Reflection

2 01 2016.docx

47F - Personal Privacy

Incident Report

2016.docx

Name(s) of educators who witnessed the incident

47F - Personal Privacy

27 01

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy





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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved

ncident Type	A child was missing from the education and care service or was not able to be accounted for
Incident Date	1/3/2017
Incident Time	17:00
Did Emergency Services attended	No
Missing Type	Child not seen exiting by staff - found by non-staff member
Duration Missing	Less than 10 mins
Child's Name	47F - Personal Privacy
Child's Gender	Male
Child's Date of Birth	47F - Persor
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	All available staff were utilised in searching for 47F - while still maintaining ratio. The staff in the room had priority in notifying the police to action their involvement asap. The next step was notifying the parents however 47F - was found before we could contact a parent. Staff called the police to notify them of the resolution. Mother was called immediately after this.
Name of parent or guardian notified	47F - Personal Privacy
Phone number of parent or guardian notified	





Further Details of the Incident

A staff member was supervising the playing court that 47F - was in. He saw 47F - go in to a different area which is the main room but was not aware that 47F - had ran out of the centre. A childcare worker from next door coming to her car in our car park, saw him at the front of the centre running out and came in to let us know. A staff member immediately ran outside but he had turned a corner by then and could not be seen. This was approx @ 5pm. Two people searched for him in their vehicle while a staff member ran on foot around the streets looking for him. Our staff reported him missing to the police at approx 5:06pm. At approx 5:10pm the childcare worker who reported 47F - running away located him at a house nearby and brought him back to the centre and left without leaving her details. 47F - had told the staff he was at his house and he couldn't find mum or dad. At 5:15pm the parent was notified of the incident and that we had 47F - in our care. A staff member had called the police and reported him found @ 5:11pm.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Educating the children not to go outside the front door without an educator with them.

Reinforcing to the children that the foyer area is out of bounds.

Placing a visual reminder of the out of bounds area at the edge of the foyer.

Add in our enrollment induction a process to determine if the child has exhibited a running away behaviour and wandering tendencies.

Details of Action Taken (e.g. First Aid)

Police was notified.

Staff members searched for him by car and on foot. Company Director was notified of the incident.

Discussed with the mother the suitability of the facility for her child's

needs.

Name of Witness to the incident

47F - Personal Privacy

Photos and Evidentiary Documents

Documents to be submitted later.

Contact Details

Name

47F - Personal Privacy

Phone Number

Email Address



Notification of Serio	ous Incident Details	45	
Provider Name	47F - Personal Privacy		
Provider Number			
Provider Approval Status	Approved		

Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

ncident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Priv
Child's Gender	Male
Child's Date of Birth	47F - Pers
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Initial phone calls were made by 47F - Personal (Coordinator/Responsible Person) at 3.08 pm to 47F - Persona (Mother) which were unsuccessful. Contact with 47F - was made at 3:40pm.
Name of child's parent(s) or guardian(s)	47F - Personal I
Phone number of child's parent (s) or guardian(s)	
Date of incident	1/4/2015



involvement, etc)

Description of incident (including 47F - Personal P) did not arrive at after school care after the bell rang at time, location, circumstances, emergency services 2.45. At 2.55 47F - Person (Coordinator/Responsible Person) rang the school to check attendance, and then called 47F - Person (Mother) at 3.08 pm. 47F - F continued to try to contact 47F - I until 3.17 pm at which time she notified the police that 47F was unaccounted for. 47F - F continued to call the parent until 3.40 pm. At this time 47F - F answered her phone and advised 47F - that 47F had been collected from school by herself. She apologised for not letting us know. 47F - F contacted the police at 3.43 pm to noitify them that 47F had been located and was safe and well.

Photos and Evidentiary Documents

02.04.15 47F - Pers.pdf

Documents

Name(s) of educators who witnessed the incident

47F - Personal (Coordinator)

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

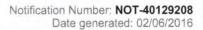
The police were called at 3.17 pm. A job number was not created for the call.

Contact Details

Name

47F - Personal Privacy

Phone Number Email Address

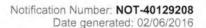




Notification of Serious Incident Details Provider			
Provider Name	47F - Personal Privacy		
Provider Number			
Provider Approval Status	Approved		

ice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

ncident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Priva
Child's Gender	Male
Child's Date of Birth	47F - Per
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Parent (mum) was called at 2.59pm as soon as all of the children were marked in on the roll and identified as not in attendance.
Name of child's parent(s) or guardian(s)	47F - Personal Privacy
Phone number of child's parent (s) or guardian(s)	
Date of incident	1/6/2016





emergency services involvement, etc)

Description of incident (including time, location, circumstances, location, circumstances, location) PSM identified 47F - Pe hadn't arrived at 47F - for ASC. PSM made an intercom call for 47F - Pe over the school PA system to come to the service. PSM phoned mum, at 2.59pm. PSM advised the office

47F - Pe returned to the school on his own 4.10pm, educators found him by the tennis court. 47F - Pe had gone home to get changed but had returned to school. Educators, bought 47F - Pe back up to the service. Parent and police were called to advise 47F - Pe had been found safe. (Please see incident report for more detailed account of events.)

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Meeting with parent to go over details after the incident. Support will be offered to 47F - Pe in regards to behaviour management in partnership with the school.

Photos and Evidentiary Documents

16-06-01 47F - Personal Privapdf

Incident 47F - Person

Name(s) of educators who

witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory

47F - Personal Privacy

Contact Details

Authorities, etc)

Name

Phone Number

Email Address

47F - Personal Priva



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 Serious Incident Details

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Outside School Hours Care
Service Approval Number	
Service Approval Status	Approved
dent	
Incident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal
Child's Gender	Male
Child's Date of Birth	47F - Perso
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	The mother of the child was contacted immediately it was apparant that he was missing (3.50pm). 47F - mother was advised we were calling the police. 47F - mother was contacted again as soon as 47F - walked into the service at approx. 4.10pm.
Name of child's parent(s) or guardian(s)	47F - Personal
Phone number of child's parent (s) or guardian(s)	
Date of incident	28/7/2015
Description of incident (including time, location, circumstances, emergency services involvement, etc)	47F - Persona wsa not n our roll, howevr was signed in by a family friend - his brother was on our roll. 47F refused to return to the OSHC (3.40pm) building for afternoon tea and ran away. Staff could not located him (he was hiding at the back of the school it was discovered later) so the police were called. 47F then walked back into the sevice approx. 4.10pm
Photos and Evidentiary Documents	



47F - Personal Privacy

Name(s) of educators who witnessed the incident

47F - Personal Priv

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Police were called however cancelled 5min later as child showed up back at OSHC.

Contact Details

Name

47F - Personal Privacy

Phone Number

Email Address



SI01 Notification of Serious Incident

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Persona OSHCare

Service Legal Entity Name	
Service Trading Name	47F - Persona OSHCare
Service Approval Number	
Service Approval Status	Approved

Incident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Priv
Child's Gender	Female
Child's Date of Birth	47F - Personal P
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Father was contacted by phone at 3.50pm
Name of child's parent(s) or guardian(s)	47F - Personal Priva
Phone number of child's parent (s) or guardian(s)	
Date of incident	1/12/2015



Description of incident (including time, location, circumstances, emergency services involvement, etc)

At 47F - Personal OSHC, 47F - Personal Privacy did not arrive at OSHC by 3.15pm. She was on the roll to attend the after school session and the service had not been notified that she would not be attending. Both parent contact details were called with no answer. At 3.25pm the Acting Coordinator called 47F - Pers Head Office and spoke to Area Supervisor, 47F - Personal P to discuss the matter. It was agreed to call Queensland Police. The Police were called at 3.40pm. After regular attempts to call the family home, the school office were able to contact 47F - father, 47F -. This was at 3.50pm. He advised he had collected 47F -from school at 3pm. The Police were notified 47F had been located and was in her father's care 47F - Person was also notified 47F had been collected from school.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Photos and Evidentiary Documents

> NQITS_113_20151201_Incident 47F - Personal

Incident report - 47F - Person

Name(s) of educators who witnessed the incident

47F - Personal Privacy

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

47F - Personal Privacy

Phone Number Email Address

Page 2 of 2

Date generated: 03/12/2015



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 <u>Regulatory Authority</u> for assistance.

Notification of Serior	us Incident Details	
Provider		
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
Service		de la company de
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	OSHC
Service Approval Number		
Service Approval Status	Approved	
Incident		
Incident Type	* A child was missing from the service for.	or was not able to be accounted
Child's Name	47F - Personal Privacy	
Child's Gender	Male	
Child's Date of Birth	47F - Personal P	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Personal Privacy Coordinator/Re 47F - Personal (Father) at 3.19 pm.	esponsible Person) called 47F - Pe
Name of child's parent(s) or guardian(s)	47F - Personal Privacy	
Phone number of child's parent (s) or guardian(s)		
Date of incident	3/2/2016	

Page 1 of 2 Date generated: 04/02/2016



emergency services involvement, etc)

Description of incident (including time, location, circumstances, emergency services

The school bell rang at 3 pm. 47F - Personal Privacy (Coordinator/Responsible Person) called the school to confirm attendance at school. At 3.19 pm 47F - Pers called 47F - Personal Privac (father) who advised he should be at the service, but he may have been collected by his aunt. Staff searched the school. 3.28 pm 47F - Pers called 47F - F again to check if he had been able to contact the aunt to confirm collection, he had not. 47F - Pers called the police at 3.31pm. At 3.44 pm 47F - Pers received a message from 47F - P advising that 47F - P had been collected by his aunt. 47F - Pers called 47F - P to confirm his message and then the police to advise 47F - P had been located.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Staff discussed importance of communication to the service if a child is collected from school.

Follow up will be completed with the Aunt by the Father.

Photos and Evidentiary Documents

> 04.02.2016 - Serious Incident 47F - Personal pdf

Serious Incident Notification

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

47F - Personal Privacy (Coordinator/Responsible Person) called the police at 3.31 pm

47F - Per

N/A

Contact Details

Name

47F - Personal Privacy

Phone Number Email Address



SI01 Notification of Serious Incident

Notification of Seriou	us Incident D	etails
Provider		
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	Outside School Hours Care Program
Service Approval Number		
Service Approval Status	Approved	7
Incident		
Incident Type	* A child was missing for.	from the service or was not able to be accounted
Child's Name	47F - Personal Privacy	
Child's Gender	Male	
Child's Date of Birth	47F - Persona	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	be missing from sign in	3.10-3.15pm) as soon as 47F - Powas noticed to n. She was on her way and arrived at the service pm. Father was also notified by mother to ensure n.
Name of child's parent(s) or guardian(s)	47F - Personal Privacy	
Phone number of child's parent (s) or guardian(s)		
Date of incident	2/9/2015	



time, location, circumstances, emergency services involvement, etc)

Description of incident (including Child did not arrive to OSH from school. We looked for hin until he was found.

47F - P delivertely left shoool deciding to walk to his dads. He was noticed missing from sign in at 3.10pm. Staff were searching for him through the school, parents notified school admin and eventally police. It was only discovered he decided to walk to Dads by speaking to the parent of a child he was walking with. His mother left OSH to look for hin at approx 3.30pm. We received notification he was found near 47F - Person after getting lost at about 3.35pm.

Photos and Evidentiary Documents

47F - Personal Privacy

Name(s) of educators who witnessed the incident

N/A

If relevant, name and contact details for emergency service personnel who attended the

incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Police were called but did not attend the service as 47F - Pewas located.

Contact Details

Name

47F - Personal Privacy

Phone Number

Email Address



ider		
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
vice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	OSHC
Service Approval Number		
Service Approval Status	Approved	
ident		
ident		service or was not able to be accounted
ident Incident Type	* A child was missing from the for.	service or was not able to be accounted
ident Incident Type Child's Name	* A child was missing from the for. 47F - Personal	service or was not able to be accounted
ident Incident Type Child's Name Child's Gender	* A child was missing from the for. 47F - Personal Male	service or was not able to be accounted
ident Incident Type Child's Name Child's Gender Child's Date of Birth	* A child was missing from the for. 47F - Personal Male 47F - Persona	
ident Incident Type Child's Name Child's Gender	* A child was missing from the for. 47F - Personal Male 47F - Personal 47F - Personal Privacy	service or was not able to be accounted Responsible Person) called 47F - Per (foster parents) at 2.56 pm and left a made to 47F - and 47F - Per to attempt to
Incident Type Child's Name Child's Gender Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature	* A child was missing from the for. 47F - Personal Male 47F - Personal Privacy voicemail. Further calls were in	Responsible Person) called 47F - Per (foster parents) at 2.56 pm and left a
Incident Type Child's Name Child's Gender Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification Name of child's parent(s) or	* A child was missing from the for. 47F - Personal Male 47F - Personal 47F - Personal Privacy voicemail. Further calls were relocate 47F.	Responsible Person) called 47F - Pel (foster parents) at 2.56 pm and left a made to 47F - and 47F - Pel to attempt to



Description of incident (including time, location, circumstances, emergency services involvement, etc)	he school bell rang at 2.45 pm. 47F - Personal did not arrive at after school care as expected. At 2.55 pm. 47F - Personal Pl. (Coordinator/Responsible person contacted his class teacher who advised 47F was at school and was seen walking towards the OSHC building. 47F - Perscalled 47F - and 47F - Personal Priv (foster parents) at 2.56 am and left a voice-mail while a search was conducted of the school grounds. 47F - Pers called again on both numbers and then called the Child Safety office at 47F - Pers which is listed as an additional contact and was informed it was very unusual for 47F - and 47F - Per not to be contactable. 47F - Per called 47F - and 47F - Per again at 3 pm and sent a text message asking them to call. At 3.02 pm 47F - Pers called the police to notify them that 47F - was unaccounted for. 47F - Perscalled 47F - Personal Prival 3.05 pm and 3.10 pm. 3.17 pm police called to advise that no one was home and checked for any further place of residence. 3.39 pm 47F - Personal Priv called and advised that he had collected 47F from school and had been at the beach so did not hear the phone 47F - Personotified the police and Child Safety in 47F - Pers to advised that 47F had been located safe and well.
Photos and Evidentiary Documents	
02.11.15 Serious Incident 47	F - Personal pdf Documents
Name(s) of educators who witnessed the incident	N/A
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)	47F - Personal P called Child Safety 47F - Pers at 2.57 pm as they are listed as an additional contact on 47F - Personal Pr called the police at 3.02 pm to report that 47F - Personal Pr location was unknown.

Name Phone Number Email Address 47F - Personal Privacy



Provider Name	47F - Personal Privacy		
Provider Number			
Provider Approval Status	Approved		
rvice			
Service Legal Entity Name			
Service Trading Name	47F - Personal Privacy School Age Care		
Service Approval Number			
Service Approval Status	Approved		
Incident Type	* A child was missing from the service or was not able to be accounted		
ident	* A child was missing from the convice or was not able to be accounted		
Child's Name	for.		
	47F - Person		
Child's Gender	Female		
Child's Date of Birth	47F - Persd		
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Parent-47F - Persona was contacted at 3.22pm on her mobile phone. No answer so voice message was left. School staff contacted mother again at 3.40 and 3.50pm.		
Name of child's parent(s) or guardian(s)	47F - Personal		
Phone number of child's parent (s) or guardian(s)			
Date of incident	2/8/2016		



time, location, circumstances, emergency services involvement, etc)

Description of incident (including On leaving the classroom (school bell goes at 2.45) and while making her way to the collection point, the child became upset as two children were teasing her sister. The child ran off. Two other children told a member of the staff school who began looking for her.

> 47F - F arrived at 3.04pm, They had 8 children already on the bus as two other schools were collected first. The child had not been located. 47F - F staff member loaded other children onto bus, contacted her coordinator to inform her at 3.15pm.

Coordinator arrived at school approx 3.30pm. School staff were still searching and had not found the child. Coordinator contacted Assistant Branch Manager

Assistant Branch Manager went to child's address to see if she was there. School staff also headed to the home address.

3.59pm Assistant Branch Manager informed Coordinator by telephone to contact Police as he could not see child at home address. School staff contacted police at this point.

4.08, phone call to coordinator from Assistant Branch Manager confirming child had been located at the home address.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

The Coordinator has met with the school and agreed change of pick up point for 47F - Pto in front of the school office. Coordinator and Branch Manager are reviewing routes of bus to minimise wait time for 47F - Personal Privacy

Police officer to visit to service to chat with the children about staying safe and within the grounds of the school.

Photos and Evidentiary Documents

Bus Run - 47F - Personal Privacy 2.pdf	bus roll
Discussion with school regarding new collection area 47F - Hocx	discussion with school re new pick up area
Inala Incident report 2.08.16 47F - Perso	Incident report 47F - Pers
47F - Personal Priva Roster Term 3 Week 4 .docx	roster
record of discussion with school aid 47F - Pe docx	conversation with Teacher Aide
47F - Personal Privacy	Educator statement
statement from Coordinator - 47F - Person	coordinator statement
Jame(s) of educators who vitnessed the incident 47F - Personal 47F - Personal 47F - Personal 47F - Personal	- Educator

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details





Name	47F - Personal Privacy
Phone Number	
Email Address	



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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

rvice			
Service Legal Entity Name			
Service Trading Name	47F - Personal Privacy		
Service Approval Number			
Service Approval Status	Approved	-	

Service Approval Status	Approved		
cident			
Incident Type	* A child was missing from the service or was not able to be accounted for.		
Child's Name	47F - Personal Priva		
Child's Gender	Male		
Child's Date of Birth	47F - Personal Priva		
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Attempts were made to contact the parents between 3.21 pm until 3.30 pm when the supervisor finally spoke with 47F - Personother.		
Name of child's parent(s) or guardian(s)	47F - Personal Priva		
Phone number of child's parent (s) or guardian(s)			
Date of incident	4/10/2016		
Description of incident (including time, location, circumstances, emergency services involvement, etc)	Child walked home instead of attending booking at ASC. When unable to account for the child and following discussion with the mother the service contacted the police who located the child at home and returned her to the service (4.12 pm).		
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	Incident reflection undertaken by staff. Meeting with parent to develop strategies for minimising risk of recurrence.		





Photos and Evidentiary Documents

INCIDENT REPORT FOR 47F - Personal P 47F - Persona 04.10.16 PAGE 1.jpg

Incident Report p1

Incident Report p2

INCIDENT REPORT FOR 47F - Personal F 47F - Personal PAGE 2 04.10.16.jpg

Name(s) of educators who

witnessed the incident

47F - Personal Privacy

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

47F - Personal Privacy

Phone Number

Email Address



SI01 Notification of Serious Incident

otification of Seri	ous Incident Details	
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

vice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

Incident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal P
Child's Gender	Male
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Parent was phoned at 4.275pm and message left. Parent then contacted the service. Parent left work and arrived at the service at 5.00 pm.
Name of child's parent(s) or guardian(s)	47F - Personal Pi
Phone number of child's parent (s) or guardian(s)	
Date of incident	27/10/2015



time, location, circumstances, emergency services involvement, etc)

Description of incident (including Following a disagreement with some children he was playing with the child was asked to return to the OSHC Room. The child refused and jumped the fence and left the school grounds (4.15 pm).

> The child was followed by an Educator who continued to encourage him to return to the school. At 4.25 pm when the Coordinator lost walkie talkie reception with the Educator a decision was made to ring the police. At 4.40 pm the child along with the Educator returned to the service where he was collected by his mother at 5.00 pm.

Photos and Evidentiary Documents

> NORM Incident Follow Up 47F - Personal I 27OCT15 001.jpg

Follow Up Report

NORM Incident Report 47F - Personal 27OCT15 001.jpg

Incident Report

Name(s) of educators who witnessed the incident

47F - Personal Privacy

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy



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 <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Foutside School Hours Care
Service Approval Number	
Service Approval Status	Approved
Incident Type	 * Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought. * A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal F
Child's Gender	Male
Child's Date of Birth	47F - Personal F
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	A staff member, 47F - Persicalled the mother via her mobile phone at 5.10pm.
Name of child's parent(s) or guardian(s)	47F - Personal Privacy
Phone number of child's parent	
(s) or guardian(s)	

Page 1 of 2 Date generated: 06/04/2016



time, location, circumstances, emergency services involvement, etc)

Description of incident (including 47F - Fleft the premises roughly between 5-5.10pm and was unable to be located by the staff member 47F - Pe that was in pursuit of him. The mother was contacted at 5.10pm and headed straight to the service. 47F - P was unable to locate 47F - Personal Priva the staff member in the building contacted the Coordinator who instructed her to contact the police. 47F - P(Coordinator) and 47F - P continued to look for 47F - outside and saw the mother's car pull in. The father found 47F - at the Caravan yard on 47F - Personanear the school. The child was missing for around 30mins. The police were contacted again to let them know the child had been found. The police arrived at the service as they wanted to site that the child had been found and check that the people who stated they were his parents were actually who they said they were. The police had a talk to 47F - Fabout his actions.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Staff meeting - run staff through fake scenarios of similar situations and discuss how to best manage. Discuss supervision practices. Upon new enrolments ask further information regarding children and if there is anything needed to be known. Service to invite police to service and chat about safety.

Photos and Evidentiary Documents

File Note

2 5 4 16 - RC.doc File Note 5 4 16 - RB.doc File Note

5 4 16 47F - P doc

file note Personal file note

47F - Personal Privacy File note

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

47F - Personal Privacy

Service did not get the name of the police officers who attended.

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy



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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal	Poshc
Service Approval Number		
Service Approval Status	Approved	

Incident	
Incident Type	* Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought. * A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal P
Child's Gender	Female
Child's Date of Birth	47F - Personal I
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	At 3.25pm 47F - Personal (mother) was phoned and messages left. Step Dad 47F - Personal and other emergency contacts listed were also contacted and messages were left on each of their phones. At 5.02pm all emergency contacts were contacted again and messages left.
Name of child's parent(s) or guardian(s)	47F - Personal Privacy
Phone number of child's parent (s) or guardian(s)	
Date of incident	5/11/2015
Description of incident (including time, location, circumstances, emergency services involvement, etc)	47F - Pers vas absent from OSHC. At 3.25pm her emergency contacts were phoned. When no contact could be made with emergency contacts, the area coordinator was informed along with the Police. Emergency contacts continued to be phoned. At 5.20pm 47F - Personal arrived to collect 47F - Personal emergency confirm 47F - Personal emergency contacts continued to be phoned. At 5.20pm 47F - Personal emergency contacts were phoned at 3.25pm 47F - Personal emergency contacts which is a supplied to the phone calls and eventually was able to confirm 47F - Personal emergency contacts.



Photos and Evidentiary
Documents

OSHC incident report 47F - Personal .pdf OSHC incident report

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Name 47F - Personal Privacy Phone Number Email Address



Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Outside School Hours Care
Service Approval Number	
Service Approval Status	Approved
cident	
Incident Type	A child was missing from the education and care service or was not
Incident Date	able to be accounted for 7/3/2017
Incident Time	15:15
Did Emergency Services attended	Yes
Missing Type	Child did not attend - child initiated
Duration Missing	More than 1 hour but less than 3 hours
Child's Name	47F - Personal Privacy
Child's Gender	Female
Child's Date of Birth	47F - Personal
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	When 47F - Personal Priva called the father and other emergency contacts.
Name of parent or guardian notified	47F - Personal Pri
Phone number of parent or guardian notified	





47F - Persodidn't turn up to 47F - P The father's mobile was called and went to voicemail. Other emergency contacts were called. The police Further Details of the Incident were contacted and arrived at the service at 4.30pm. The child was located at home (by the police) with her father at 5pm. Educate families around the requirements of notifying 47F - Pif they Please detail what steps were have collected their child from school as soon as they can taken or will be taken to prevent or minimise this type of incident in the future Details of Action Taken (e.g. 47F - Person father was contacted but went to voicemail, other listed emergency contacted were called but were unable to assist. Police First Aid) contacted at 3.45pm. They arrived at the service at 4.30pm and took a statement from educator 47F - Persona 47F - Persona Name of Witness to the incident Photos and Evidentiary Documents to be submitted later. Documents

Name Phone Number Email Address 47F - Personal Privacy



Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved
Incident Type Child's Name	* A child was missing from the service or was not able to be accounted for. 47F - Personal F
Child's Gender	Male
Child's Date of Birth	47F - Person
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Parent initially contacted at 1.13 pm and informed that his son had left the school premises.
Name of child's parent(s) or guardian(s)	47F - Personal Priv
Phone number of child's parent	
(s) or guardian(s)	





emergency services involvement, etc)

Description of incident (including time, location, circumstances, despite instruction from service staff and were initially followed by the staff member who radioed through to the Responsible Person what was happening. The children ultimately made their way down 47F - Personal F to the corner of 47F - Persona where they were intercepted by the Regional Manager (1.35 pm) who had been contacted (1.12 pm) and immediately attended the scene. In the interim both children's parents had been contacted as had the police (1.17 pm). At this point the parents of the children had also arrived and the two children were returned to the service.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Investigation undertaken by Manager. Meetings held with each child's parents. Child's support plan to be reviewed as well as the service's supervision plan.

Photos and Evidentiary Documents

47F - Personal Privacy 7.7.2016.pdf 7.7.2016.pdf

File Note Parent Meeting File Note Parent Meeting 2

47F - PeFile Note Parent Meeting 6.7.2016.pdf

Incident Report

47F - PIncident Report 6.7.16.pdf 47F - Personal Privacy pdf

Statement from Staff Member

File Note Parent Meeting 3

Name(s) of educators who

47F - Personal Privacy

Мар

witnessed the incident If relevant, name and contact details for emergency service personnel who attended the

incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

47F - Personal Privacy

Phone Number Email Address



vider		
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	OSHC
Service Approval Number		
Service Approval Status	Approved	

Incident Type	* Attendance of emergency services at the education and care service
	premises was sought, or ought reasonably to have been sought. * A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal
Child's Gender	Male
Child's Date of Birth	47F - Pers
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - F grandmother was notified with 10 minutes of the incident occurring via telephone by the Coordinator 47F - Personal Pri is in the custody of his grandparents and is the eldest of 4 children cared for).
Name of child's parent(s) or guardian(s)	47F - Personal
Phone number of child's parent (s) or guardian(s)	
Date of incident	7/9/2016



Description of incident (including See Incident Report Attached time, location, circumstances, emergency services involvement, etc)

47F - was with a group of children playing soccer on the oval 47F started hitting children whilst playing and was asked to sit out to reflect as he was not making good choices. He walked off in anger and then went and hid from staff and could not be located for a period of 30 minutes.

Time Line

4pm Incident happened at 4pm

- 4.10pm Grandmother notified by phone
- 4.30pm Police Called
- 4.40pm Child located on school grounds hiding around the Grade 11 classroom building (map Attached with X) The service is located in A Block and 47F was located hiding in D Block Area.
- 4,45pm police rung to advise child had been located but requested that police come to talk to the student about it
- 4.50pm Grandmother arrived at service
- 4.50pm-5.15pm Coordinator and Nana had conversation with 47F about the incident
- 5.16pm Nana signed out of the service and took 47F home they live just down the road within walking distance
- 5.25pm Police went to 47F I home to speak to 47F about it 5.40pm - Police came and gave 47F - Pers the Coordinator an update on what they had done

There was 61 children present on this day and 5 staff (Roster attached)

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

47F - Fand Nana had a private conversation with 47F - Perso the Coordinator.

47F explained the consequences of 47F hiding and the fact that we had to call the police and spend time looking for him etc. He was remorseful and shocked that the police had to be called and did not understand the consequences of his actions at the time.

He was grateful that staff were not angry with him and 47F discussed tools that he could use to deal with his anger. He was allowed to walk away if he was angry but he could not go out of sight of educators.

47F - is also a member of the "Junior Staff committee" at OSHC and he agreed to be paired up with a male staff member and together they would learn to be a referee so that he could better understand the rules of the game and help enforce them.

The police also explained why it was important for him not to run away.

Staff believe he is unlikely to do this again.

Photos and Evidentiary Documents

2.4 Arrival and Departures of Children.pdf

Policy 2.4 Arrival and Departure of Children

Incident Report 07092016.pdf

47F - Incident Report 07092016

MAP of location found.pdf

Map of School and x where child located

Roster 07092016.pdf

Roster 07092016

Name(s) of educators who witnessed the incident

47F - Personal Priv

47F - Persd (Coordinator) coordinated the incident when advised of the



If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Local police

Contact Details			
Name	47F - Personal Privacy		
Phone Number			
Email Address			



Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy SHC
Service Approval Number	
Service Approval Status	Approved
Incident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	for. 47F - Personal
Child's Name Child's Gender	for. 47F - Personal Female
Child's Name Child's Gender Child's Date of Birth	for. 47F - Personal Female 47F - Persona
Child's Name Child's Gender	for. 47F - Personal Female 47F - Personal 47F - Personal 47F - Personal Priva (Coordinator / Responsible Person) called 47F - Personal 47F - I (Mother) at 3.14 pm and 47F - Personal (Guardian) at 3.16 pm.
Child's Name Child's Gender Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification Name of child's parent(s) or guardian(s)	for. 47F - Personal Female 47F - Persona 47F - Personal 47F - Personal Priva (Coordinator / Responsible Person) called 47F - Personal
Child's Name Child's Gender Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification Name of child's parent(s) or	for. 47F - Personal Female 47F - Personal 47F - Personal 47F - Personal Priva (Coordinator / Responsible Person) called 47F - Personal 47F - I (Mother) at 3.14 pm and 47F - Personal (Guardian) at 3.16 pm.



Description of incident (including At 2.45 pm 47F - Perso did not arrive for ASC as expected. 47F - Per 47F - Per (Coordinator/ Responsible Person) called the school office to confirm attendance at school at 3.08 pm. 47F - Per called 47F - Personal time, location, circumstances, emergency services (Mother) at 3.14 pm, 47F - Personal (Guardian) at 3.16 pm, 47F - F 47F - Person Friend of family) at 3.17 pm and 47F - Person Friend of family) involvement, etc) at 3.19 pm. 47F - Personal Pr (Nominated Supervisor) called police at 3.28 pm to advise 47F - was unable to be located. At 3.32 pm 47F - Personal Privithat 47F - had been collected from school and was home. 47F - Personal Pricalled the police to update them at 3.36 pm. Please detail what steps were Parents will be reminded to contact the service or the customer experience team if their child is not attending care. taken or will be taken to prevent or minimise this type of incident The sign in process will be carried out by staff who are familiar with in the future child names to ensure that the sign in process is completed faster, allowing children who haven't arrived to be identified faster. Photos and Evidentiary Documents 07.12.15 Serious Incident - 47F - Person pdf Documents Name(s) of educators who N/A witnessed the incident If relevant, name and contact 47F - Personal Pri (Nominated Supervisor) called the police at 3.28 pm. details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Name 47F - Personal Privacy Phone Number Email Address



lication of Serior	us Incident Details	
ovider		
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
rvice		
Service Legal Entity Name	AZE Derechel Privacy	
Service Trading Name	47F - Personal Privacy	OSHC
Service Approval Number		
Service Approval Status	Approved	
ident Incident Type	* A child was missing from the service for.	e or was not able to be accounted
Child's Name	47F - Perso	
Child's Gender	Female	
Child's Date of Birth	47F - Person	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Personal P (Coordinator/Respor (mother) at 3.26 pm and 47F - Perso	nsible Person) called 47F - Person (Father) at 3.27 pm.
Name of child's parent(s) or guardian(s)	47F - Personal Priv	
Phone number of child's parent (s) or guardian(s)		
Date of incident	8/2/2016	



emergency services involvement, etc)

Description of incident (including time, location, circumstances, pm. 47F - Personal P (Coordinator/Responsible Person) called the school to confirm attendance at school and 47F - Persor checked the school grounds. At 3.26 pm 47F called 47F - Perso (Mother) and left a voice-mail and at 3.27 pm she called 47F - Person (father) and left a voice-mail. 47F made a second call to each parent with no answer. 47F called the Police Link number at 3.30 pm and was advised to keep calling the parents. 47F -called 47F - Personal Pr (Nominated Supervisor) who advised them to call the local police. 47F was on hold for 9 minutes and the call dropped out. 47F then called 000 and was able to speak to a police officer to report 47F unaccounted for. The police attended the service at 4.50 pm to talk to the staff. At 5.45 there was no word from the parent or police 47F successfully called 47F and was able to confirm tha 47F was at home with them. 47F advised she had forgot to cancel the booking. 47F - called the police to advise them that 47F had been located.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

47F reminded the parent to update bookings via the online booking system, calling customer service or calling the service. 47F - Personal Pr (nominated supervisor) spoke to 47F to ensure that the calls are made to the parent as early as possible to give the parent time to respond to voice-mails before we call the police at 3.30 pm. The call to the parent is to occur simultaneously with checking the school grounds rather than waiting until after the school grounds are checked. 47F - Personal Pri (nominated supervisor) advised 47F to call 000 in future if calling the police to ensure that the process to locate the child starts as soon as possible.

Photos and Evidentiary Documents

> 08.02.2016 - Serious Incident . 47F - Personal Privacy 47F - Podf

N/A

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child parent. Safety, Police, other Regulatory Authorities, etc)

47F - Personal Pcalled police link at 3.30 pm, local police and 000 before police responded to the concern.

- updated the police at 5.50pm that 47F had been located with her

Contact Details

47F - Personal Privacy

Phone Number

Email Address

Date generated: 09/02/2016



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 <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	
Service Trading Name	47F - Persona Community Kindergarten
Service Approval Number	
Service Approval Status	Approved
ident	* A shild was missing from the convice or was not able to be accounted
Incident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Priv
Child's Gender	Male
Child's Date of Birth	47F - Pers
Please detail what steps were	12.25-1pm parent telephoned and notified that 47F - Pt was missing
taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	
taken to ensure parents were notified as soon as practicable, including time, date and nature	47F - Personal Privacy

Page 1 of 2 Date generated: 09/03/2015

6/3/2015

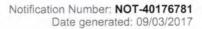
Date of incident



Description of incident (including time, location, circumstances, emergency services involvement, etc)	At 12.30pm educators were cleaning up outside when they noticed that two children 47F - Personal and 47F - Personal Priva (please see other SI01 for 47F - Personal Priva) were missing. Staff searched playground and inside and children were not found. Parents were called and notified. 1.20pm Police were called and notified (000). 47F - Personal Priva mother) and 47F - Personal Privacy Aunty' -a 47F - Personal Worker) searched home and local parks and surrounding area by foot but did not find them. 1.20pm Educators called BOC 47F - Personal Pri for support 1.25-2pm Received called from 000 services to say children were found at the local Woolworths supermarket at 12.40pm but no police had been available to pick them up. 2pm called central office and advised to fill out an SI01 2.30pm 47F - Personal 47F - Preturned to the kindergarten 2.45pm 47F - Personal 47F - Preturned to the kindergarten. 6pm OECEC 47F - Personal was notified via phone (message left) and emailed at 47F - Personal oecec@dete.qld.gov.au Called 13QGOV and spoke to 47F - at 47F - Personal 8 BOC notified and investigation underway
Photos and Evidentiary Documents	
47F - Personal F Incident recor	rd (3).pdf Incident report 47F - Personal F
Name(s) of educators who witnessed the incident	47F - Personal Pri (incident not witnessed)
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)	000 called and police requested. Gave names, descriptions and account of what had happened to police. Police officer 47F - 1 attended. (telephone numbe 47F - Persol Children found at the local Woolworths (approximately 47F - Persol away from the centre). No police were available to collect the children until 1.25pm 47F - Person Notified BOC Notified

Contact Details Name Phone Number Email Address 47F - Personal Privacy

Page 2 of 2 Date generated: 09/03/2015



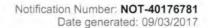


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

Service	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy OSHClub
Service Approval Number	
Service Approval Status	Approved

Incident Type	A child was missing from the education and care service or was not able to be accounted for
Incident Date	8/3/2017
Incident Time	15:05
Did Emergency Services attended	Yes
Missing Type	Child did not attend - child initiated
Duration Missing	More than 3 hours but less than 6 hours
Child's Name	47F - Personal
Child's Gender	Male
Child's Date of Birth	47F - Person
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	A very detailed account is attached with the times and details of the attempted notifications from the start time of the incident at 2.40pm right up until approximately 8.30am this morning.
Name of parent or guardian notified	47F - Personal Privacy
Phone number of parent or guardian notified	





Further Details of the Incident 47F - was expected to arrive at the program at 2.40pm and when he did not arrive by this time, the program coordinator 47F - Personal F contacted the school - the school advised that he was in attendance at school today and that the deputy and principal would be informed of his 'non-arrival', the program coordinator attempted to contact the mother then immediately and with no response from the mother, contacting the emergnecy contact as listed on the enrolment was then attempted. No contact was made with the mother after all numbers were tried numerously for 30mins. The coordinator follwed procedure and contacted her managers/mentors and was instructed to call the police at 3.07pm Discussions with 47F - F to provide a current emergency contact and to Please detail what steps were taken or will be taken to prevent please follow our cancellation procedures if she does not require care or minimise this type of incident for her child. in the future Details of Action Taken (e.g. Numerous phone calls and text were sent to the mothers mobile First Aid) number. The mothers work number was contacted and her home number as listed on the child enrolment form. With no direct responses from the mother or the emergency contact, the police were notified and arrived at the program to begin searching for the child. A court order is in place currently for 47F - Personal stating that the father is not to collect the child. The school principal and deputys were supporting the coordiantor throughout the entire afternoon. The principal communicated to the coordinator that she had seen 47F - leave with his father that afternoon from the schools collection point - this was also communicated to the police. The police kept in contact with the coordinator as they conducted their search/investigation and the coordiantor continued to attempt to contact the mother throughout the afternoon. At approximately 5.50pm the mother called the program - she had been in 47F - Personal Privacy she explained that 47F - was to be at a friends house for a sleepover and explained she 'assumed' dad would collect 47F - afterschool to take him there. Name of Witness to the incident 47F - Personal Pri

Name Phone Number Email Address 47F - Personal Privacy

47F - Personal Missing Child 47F - Pers

Photos and Evidentiary

47F - Personal docx

Documents



Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
rvice	process of the same of the	-1.4
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	OSHC
Service Approval Number		
Service Approval Status	Approved	
Incident Type	for.	vice or was not able to be accounted
Child's Name	47F - Persona	
Child's Name Child's Gender	Male	
4.000.0000		
Child's Gender	Male 47F - Perso (Coordinator/Responsible (Grandmother) at 2.52 pm.	e Person) contacted <mark>47F - Personal I</mark>
Child's Gender Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature	Male 47F - Perso 47F - Pers (Coordinator/Responsible)	e Person) contacted <mark>47F - Personal I</mark>
Child's Gender Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification Name of child's parent(s) or	Male 47F - Perso (Coordinator/Responsible (Grandmother) at 2.52 pm.	e Person) contacted <mark>47F - Personal I</mark>



emergency services involvement, etc)

Description of incident (including time, location, circumstances, and booked 47F-into ASC for the afternoon. She advised his mother was in hospital. 47F (Coordinator/Responsible Person) asked if 47F knew to come to care 47F - advised that she would call the school. At had not arrived by 2.40 pm. The educators 2.30 pm school ends, check the school grounds and call the office to check if he had been collected 47F - Personal Privacy (assistant) attempted to contact the grandmother at 2.52 pm on her mobile and 2.55 pm on her landline. At 2.59 pm 47F - Per (Coordinator/Responsible Person) called the police to report 47F - unaccounted for. At 3.35 pm the police contact the service and advised that 47F. has been located at his Grandmother's

Photos and Evidentiary Documents

08.10.15 Serious Incident 47F - Personapdf Documents

Name(s) of educators who witnessed the incident

N/A

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

At 2.59 pm 47F - Per (Coordinator/ Responsible Person) contacted the police to advise that 47F - Pwhereabouts was unknown.

Contact Details

47F - Personal Privacy Name Phone Number Email Address

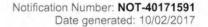




otification of Serio	ous Incident Details		
Provider Name	47F - Personal Privacy		
Provider Number			
Provider Approval Status	Approved		

vice	all the second s	1
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	OSHC
Service Approval Number		
Service Approval Status	Approved	

ncident Type	A child was missing from the education and care service or was not able to be accounted for
ncident Date	10/2/2017
Incident Time	15:45
Did Emergency Services attended	No
Missing Type	Child not seen exiting by staff - found by non-staff member
Duration Missing	More than 10 mins but less than 30 mins
Child's Name	47F - Personal I
Child's Gender	Female
Child's Date of Birth	47F - Pers
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Parents were notified at 4.10pm on 10/2/2017 and an incident report was signed by the mother.
Name of parent or guardian notified	47F - Personal P
Phone number of parent or guardian notified	





Further Details of the Incident

47F - Pran away from the staff member through some bushes and disappeared. The staff followed after where she thought she went, but she was out of sight. 2 other staff members were then called to search for her, with a mother of the school finder her on an adjacent street. As she wasn't in school uniform, the police were called by this mother. A staff member found her in this situation, and spoke to the police over the phone to say that he was to take her back to OSHC. The educator then brought her back to OSHC and notified other staff. Statements from the mother will be submitted to state that similar situations have occurred at home on more than a few occasions.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future We always have an Educator assigned to this child as the parents notified us at enrolment that she was a 'wanderer'. 47F - Personal Privad and only attends ASC at 47F - FOSHC. She has been diagnosed with ASD and has high needs.

Details of Action Taken (e.g. First Aid)

Name of Witness to the incident

Photos and Evidentiary

Photos and Evidentiary Documents

47F - Personal Privacy

Documents to be submitted later.

Contact Details

Name

47F - Personal Privacy

Phone Number

Email Address



SI01 Notification of Serious 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 <u>Regulatory Authority</u> for assistance.

Notification of Serie Provider	ous Incident Details	
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

Service	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privac
Service Approval Number	
Service Approval Status	Approved

ncident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Priv
Child's Gender	Male
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Many phone calls were made attempting to contact parent, from the service and head office. Head office also text dad to please return a call to the service. The first call was made at 3:15pm - ongoing at 4:26pm
Name of child's parent(s) or guardian(s)	47F - Personal Pr
Phone number of child's parent (s) or guardian(s)	
Date of incident	10/3/2016

Page 1 of 2 Date generated: 10/03/2016



time, location, circumstances, emergency services involvement, etc)

Description of incident (including After school at 3:15pm just as the children were arriving at the service, 47F - Papproached the PSM to ask if he was booked in for care. The PSM went to the rolls to confirm and turned around to reply yes, and 47F - P was not there. He had run off. PSM went across to the school office to ask if 47F - Fhad come up to the office at all. A teacher had seen him and went after him, however 47F - had already run away out of the school grounds. The PSM tried repeatedly to to call his father, however, dad hasn't answered. PSM called our main office, we tried to call dad too, and text a message to please call us urgently. Dad hasn't responded. The main office advised the PSM to call the police immediately, she did. The police took the home address of Jaiden and said they would get back to us. The main office staff member 47F 47F - Perso, reported the incident to ECEC 47F - Peoffice and spoke with

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

We will have a discussion to discuss an action plan for 47F - F and hopefully be able to add another contact for 47F - Ptoo.

Photos and Evidentiary Documents

Documents to be submitted later.

Name(s) of educators who witnessed the incident

47F - Personal **PSM**

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory

Authorities, etc)

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy



SI01 Notification of Serious 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 <u>Regulatory Authority</u> for assistance.

Notification of Serie	ous Incident Details	1000
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

47F - Personal Privacy
Approved

dent	
Incident Type	* Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought. * A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal P
Child's Gender	Male
Child's Date of Birth	47F - Person
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	PSM and head office staff member attempted to call parent 47F - Pers 47F - Per numerous times between 3:15pm and 5.55pm. None of these calls were answered until 5.55pm. The parent was unaware of the incident until he came to collect the child at 6.00pm
Name of child's parent(s) or guardian(s)	47F - Personal Pri
Phone number of child's parent (s) or guardian(s)	
Date of incident	10/3/2016
Description of incident (including time, location, circumstances, emergency services involvement, etc)	47F - P went missing from the service yesterday (10/03/16) at 3.15pm before getting signed into the service. As reported in the previous notification the police were called to assist in locating 47F - P The police did locate 47F - P at his home address and returned him to the service at 4.45pm. 47F - P had walked home.

Page 1 of 2 Date generated: 11/03/2016

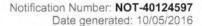


Authorities, etc)

I have contacted the <u>crime</u> prevention unit at <u>47F - Pe</u> to book a visit with the children at <u>47F - Pe</u> to speak about keeping themselves safe. If families are booking children in throughout the day, we ask them to Please detail what steps were taken or will be taken to prevent or minimise this type of incident contact the school to advise the children they are attending care in the in the future Photos and Evidentiary Documents 16-03-11 47F - Personal Fodf Incident report 47F - Personal Name(s) of educators who witnessed the incident The PSM called the local 47F - Per Police Station 47F - Personal If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory

Contact Details Name Phone Number Email Address 47F - Personal Privacy

Page 2 of 2 Date generated: 11/03/2016



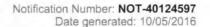


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider 47F - Personal Privacy Provider Name Provider Number Provider Approval Status Approved Service Service Legal Entity Name 47F - Personal Privacy Service Trading Name Service Approval Number Service Approval Status Approved Incident Type * A child was missing from the service or was not able to be accounted Child's Name 47F - Personal P Child's Gender Male 47F - Persor Child's Date of Birth Please detail what steps were 3.20 pm Service Manager contacted parent and informed them that 47F - Pe had not been collected from class and the service was taken to ensure parents were notified as soon as practicable, attempting to locate him. including time, date and nature of notification 47F - Personal Priva Name of child's parent(s) or guardian(s) Phone number of child's parent (s) or guardian(s)

Date of incident

6/5/2016





time, location, circumstances, emergency services involvement, etc)

Description of incident (including Due to an issue in managing 47F - Pe booking for the ASC session he was not collected from class. At 3.10 pm when his sister arrived for her booking it was realised that 47F - PI should have been booked and. therefore collected. At this point an educator was dispatched to the classroom to collect 47F - Pe On arriving at the classroom and having liaised with the classroom teacher it was identified that 47F - P was no longer there and it wasn't clear where he was located. A search was undertaken and his mother was contacted 3.20 pm. The mother confirmed he should have been at ASC. At 3.25 Policelink were contacted and informed that there was an unaccounted for child. At 4.10 pm the service received confirmation that the child had been located safe at home.

> While initially it was believed that there may have been a booking error on behalf of the parent, it was later identified that the booking error was by the service. This was acknowledged with the parent who was assured that steps would be put in place to prevent any future possibility of a recurrence and that a formal investigation would be conducted into why and how the booking error occurred in the first place.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Parents being met by Service Manger and Regional Manager to review the incident and outline strategies for ensure a recurrence does not happen.

Investigation into incident being undertaken by Regional Manager.

See attached Incident Reflection in regard to risk minimisation strategies to be undertaken by the service.

Photos and Evidentiary Documents

47F - Per FOLLOW UP 2016.pdf Incident Follow Up Incident Form p1 incident 1 001.jpg incident 2 001.jpg Incident Form p2 47F - Personal Preflection.docx Staff Reflection

Name(s) of educators who witnessed the incident

47F - Personal Privacy

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Email Address

47F - Personal Privacy Name Phone Number

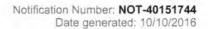


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your Regulatory Authority for assistance.

Notification of Serious Incident Details Provider Provider Name 47F - Personal Privacy Provider Number Provider Approval Status Approved Service Service Legal Entity Name 47F - Perso OSHC Club Service Trading Name 47F - Personal Service Approval Number Service Approval Status Approved Incident Type * A child was missing from the service or was not able to be accounted for. 47F - Personal F Child's Name Child's Gender Male Child's Date of Birth The educator made an initial search around the building after 47F - Pe Please detail what steps were walked out at 5:30pm and then the family was notified at 5:38pm. taken to ensure parents were notified as soon as practicable, including time, date and nature of notification Name of child's parent(s) or guardian(s) Phone number of child's parent (s) or guardian(s)

Date of incident

7/10/2016





time, location, circumstances, emergency services involvement, etc)

Description of incident (including At approximately 5:30pm, 47F - I walked out of the toilets with a piece of toilet paper stuck on the bottom of his shoe. A young girl laughed as 47F - Pwalked out of the OSHC service which was witnessed by 47F - P in charge of the session and walked around the outside of the building to look for 47F - F When she did not see him ,she returned inside the JR OSHC to see if he had returned but he had not. She then directed the administrator, 47F - Persolto contact the family. 47F - Personal Prilywere searching the school grounds when 47F - arrived. 47F - requested that we wait to contact the police until Dad arrived momentarily. Another parent then pulled in to the main school parking lot a few minutes later and said they had seen the child behind the sports shed. The child was found hiding behind the sports hall at approximately 6:00pm. After speaking with the child, Mom relayed that he was not upset about the toilet paper but was just over tired as he had stayed up late the night before. She also said that he was having some problems with his older brother at home and seemed overwhelmed.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Child has been temporarily suspended while the incident is being reviewed.

Photos and Evidentiary Documents

Documents to be submitted later.

Name(s) of educators who witnessed the incident

47F - Personal

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

47F - Personal Privacy

Phone Number

Email Address



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 <u>Regulatory Authority</u> for assistance.

Provider	
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
iervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy OSHC
Service Approval Number	
Service Approval Status	Approved
ncident	
ncident	
Incident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Privacy
Child's Gender	Male
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Coordinator contacted mum 47F - Persona at 12:16pm on 8.1.16 that 47F - Personal eff the school grounds of the service on his bike after an altercation. Mum 47F - Personal informed Coordinator she was leaving work.
Name of child's parent(s) or guardian(s)	47F - Personal P
Phone number of child's parent (s) or guardian(s)	
Date of incident	8/1/2016
Description of incident (including time, location, circumstances, emergency services involvement, etc)	At 12:11pm on 8.1.16 47F - Pershad a disagreement with another child 47F - Per walked out of the service, got on his bike and left the service grounds. Educators kept line of sight until he was no longer visable outside the grounds. Coordinator contacted mum 47F - Personal F at 12:16pm. Educators remained out looking for the child. Coordinator contacted the police at 12:22pm. At 12:31pm mum 47F - Personal Pr confirmed her child's safety at home

Page 1 of 2 Date generated: 11/01/2016



Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Educators to review the child leaving the area of supervision policy

Photos and Evidentiary Documents

08.01.2016 - Serious Incident 47F - Personand 47F - Personand

47F - Personal Privacy

Name(s) of educators who witnessed the incident

47F - Personal Privacy

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

47F - Pers police were contacted at 12:22pm and a missing persons form was filed

Contact Details

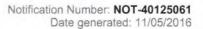
Name

47F - Personal Privacy

Phone Number

Email Address

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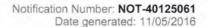


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privad School Age Care
Service Approval Number	
Service Approval Status	Approved
14 4	
Incident Type	* A child was missing from the service or was not able to be accounted for.
Incident Type	for. 47F - Persona Female
Incident Type Child's Name	for. 47F - Person Female 47F - Person
Incident Type Child's Name Child's Gender	for. 47F - Persona Female
Incident Type Child's Name Child's Gender Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature	for. 47F - Persona Female 47F - Person 10 May 2016 5.10pm, 47F - Personal arrived at the 47F - Person SAC service to enquire about the whereabouts of her child 47F - Perso. She was advised at this time that 47F was not booked into care for the

Date of incident

10/5/2016





emergency services involvement, etc)

Description of incident (including time, location, circumstances, 47F bus stop and asked an educator on the bus whether she was booked into care that afternoon. The educator said that she was not and so 47F - Perso walked away from the bus.

At 5.10am, 47F - Personal Fmother) came to 47F - Person SAC and askedShe was advised that if the child was at the service. She was advised that 47F - was not booked into care for that day and that she did not come back to the service.

The mother immediately left the service and phoned the police. When the parent got to 47F - Personal Privacy School she spoke to the cleaner and then the Deputy Principal came and said that 47F - was seen waiting in the adjacent park at 4.30pm.

The parent and deputy principal walked to the park where they called the child's name and the child answered. Child was located approximately 5.45pm.

At the time of the incident it is believed that 47F - Personal phoned the police about the child's absence.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

On 11 May, 2016, 47F - Persona (Coordinator of 47F - Persona SAC) was asked to call a meeting of all educators, bus drivers to attend a meeting to discuss a procedure to follow when a child may come to the bus at a school and is not booked into care.

This procedure is that the educator will phone the parent/ carer of the child using the emergency contact list on the bus and ask whether the child is to be attending the after school care session for the afternoon. This phone call will be written on a Phone Register noting the time and to whom the call was made. Once permission has either been given or not for the care of the child for the afternoon the procedure would be to take the child back to the service or return the child to the school office and notify the school staff.

Photos and Evidentiary Documents

Documents to be submitted later.

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

47F - Personal Privacy

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy



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 <u>Regulatory Authority</u> for assistance.

tification of Serio	us Incident Details	
ovider		
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
ervice		
Service Legal Entity Name	l.	
Service Trading Name	47F - Personal Privacy	оѕнс
Service Approval Number		
Service Approval Status	Approved	
Incident Type	* A child was missing from the s	service or was not able to be accounted
	for. 47F - Person	service of was not able to be accounted
Child's Name		
Child's Gender	Male 47F - Person	
Child's Date of Birth		[475]
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Personal Priva Coordinator 47F - P Mother) at 3.10 pm.	/ Responsible Person) called 47F - Pe
Name of child's parent(s) or guardian(s)	471 - 1 CISUIIAI	
Phone number of child's parent (s) or guardian(s)		
Date of incident	10/12/2015	



Description of incident (including time, location, circumstances, emergency services involvement, etc)	At 2.45 pm 47F - Perso did not arrive for ASC as expected. 47F - Personal (Coordinator/ Responsible Person) confirmed attendance at school at 3.02 pm. 47F - Per called 47F - Personal (Mother) at 3.10 pm, the phone was disconnected. 47F - Per called 47F - Personal (Contact) at 3.11, the phone was disconnected. 47F - Per called 47F - Personal (Contact) at 3.11, the phone was disconnected. 47F - Per called the school to cross reference numbers and was provided a work number and phone number for an aunt 47F - Personal Privacy (Nominated Supervisor) called the police at 3.20 pm. 47F - Per called 47F - Per work at 3.22 pm and was informed she no longer worked there. 47F - Per left a voice-mail for 47F - (Aunt) at 3.23 pm. At 4.02 pm the police called to advise they had made contact with 47F - P but had not confirmed 47F was with her. She also updated her phone number, and her booking to remove days no longer required. The police were updated.
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	Parents will be reminded to contact the service or the customer experience team if their child is not attending care. Parents will be encouraged to update details when they change. All parent enrollment forms will be updated in the new year.
Photos and Evidentiary Documents	
10.12.15 Serious Incident 47	F - Per pdf Documents
Name(s) of educators who witnessed the incident	N/A 47F - Personal Pr
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)	(Nominated Supervisor) called the police at 3.20 pm.

Contact Details Name Phone Number Email Address 47F - Personal Privacy



SI01 Notification of Serious 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 <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
vice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	OSHC
Service Approval Number		
Service Approval Status	Approved	
Incident Type	for.	service or was not able to be accounted
Child's Name	47F - Personal	
Child's Gender	Male	
Child's Date of Birth	47F - Perso	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Personal P	sible Person) called 47F - Persona
Name of child's parent(s) or guardian(s)	THE COURTE	
Phone number of child's parent (s) or guardian(s)		
Date of incident	11/2/2016	

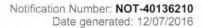
Page 1 of 2 Date generated: 12/02/2016



Description of to state of the description	The selection is all several of the selection of the
Description of incident (including time, location, circumstances, emergency services involvement, etc)	The school bell rang at 2.45 pm. 47F - Personal did not arrive at the service by 3pm. At 3.02 47F - Pel (Coordinator/Responsible Person) called the school office to confirm he was at school. 47F - Called 47F - Fel (Mother) at 3.14 pm and 47F - Personal (father) at 3.15 pm to confirm if he was attending ASC and left a voice mail for both to call the service. 47F - also called 47F - Personal Priv (additional contact) at 3.17 pm and left a voice-mail. At 3.22 pm 47F - balled the police to report his location unknown. At 4.06 pm the service was notified by 47F - that 47F - Pel was not attending the service for the After School Care and that she had updated his bookings to ensure this didn't reoccur. 47F - Personal Priv (additional phone calls were made to other guardians of children who did not arrive at care, all other children were located.
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	Staff are continuing to ask parents to cancel bookings or advise the service if their child is not attending care. 47F - Persona advised that she had updated the bookings for 47F - Per via the on-line booking system upon receiving the voice-mail.
Photos and Evidentiary Documents	
12.02.2016 - Serious Incident	-47F - Perso Serious Incident
Name(s) of educators who witnessed the incident	47F - Pers
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)	(Coordinator/Responsible Person) contacted the police at 3.22 pm.

Contact Details		
Name	47F - Personal Privacy	
Phone Number		
Email Address		

Page 2 of 2 Date generated: 12/02/2016





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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

vice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

lent	
Incident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Priv
Child's Gender	Male
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	details outlined in document attached 3pm at year collection point, child was not there for staff to be collected. school rolls were checked, school used loud speaker calling child to attend the service, parents and all emergency contacts listed were called, voice messages left and text messages were left for all parents and emergency contacts. School assisted in calling the emergency contacts they had listed in their database for the child. Policelink was also called and notified of the situation. Incident resulted in parent contacting the service, to apologise for forgetting to notify the service that she did not require ASC for that afternoon
Name of child's parent(s) or guardian(s)	47F - Personal Privacy
Phone number of child's parent (s) or guardian(s)	
Date of incident	11/7/2016





Description of incident (including time: 3.00-3.10pm time, location, circumstances, emergency services involvement, etc)

location: year 4 collection point

circumstances: parent collected child from school at 3pm, didn't notify

service, resulting in non arrival of child at ASC.

ESI: policelink was notified by service of the situation. Service soon after notified policelink that parent had called and had collected the

child from class at 3pm.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

- service policy review

- service practice and processes reviewed and discussed during staff

meeting

notice reminding parents of procedure to follow, when their child is not attending a booked session.

Photos and Evidentiary Documents

008.jpg

pg 1 recount of steps taken by staff and service to locate

009.jpg

pg 2 recount of steps taken by staff and service to locate

child

Name(s) of educators who witnessed the incident

47F - Personal

(coordinator) educator)

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

policelink contacted on 131444

Contact Details

Name

47F - Personal Privacy

Phone Number

Email Address



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.

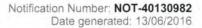
Notification of Serious Incident Details Provider 47F - Personal Privacy Provider Name Provider Number Provider Approval Status Approved Service Service Legal Entity Name 47F - Personal Privacy Service Trading Name Service Approval Number Service Approval Status Approved * A child was missing from the service or was not able to be accounted Incident Type Child's Name 47F - Personal I Child's Gender Male 47F - Person Child's Date of Birth PSM 47F - Perso attempted to call mum several times unsuccessfully. Please detail what steps were taken to ensure parents were 47F - called the main office and I 47F - Personal asked her to call the notified as soon as practicable. police. The police contacted the parent and the parent then called us including time, date and nature back not until 4.55pm to advise that 47F - Pewas safe at home, with of notification mum 47F - Personal F Name of child's parent(s) or guardian(s) Phone number of child's parent (s) or guardian(s) Date of incident 9/8/2016 Description of incident (including 47F - Personal had not arrived at the service after school. PSM 47F checked with the school and 47F - P had attended on that day. PSM then began to call both parents. 47F - then called head office as she was unable to make contact with 47F - Per contacts. 47F - was advised to call the police. At 4.55pm 47F - Personal called the service to advise time, location, circumstances, emergency services involvement, etc) she was sick and home from work, she had forgotten to advise the service that 47F - P would not be attending care that afternoon. 47F -47F - Pers contacted ECEC to advise of the incident 09-08-16)





Please detail what steps were Parent was reminded to advise educators if 47F - Pwas to be absent taken or will be taken to prevent from care. or minimise this type of incident in the future Photos and Evidentiary Documents 16-08-09 - 47F - Personal xml.pdf Incident 47F - Pers Name(s) of educators who witnessed the incident If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Name Phone Number Email Address 47F - Personal Privacy 47F - Personal Privacy



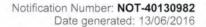


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

rvice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

ncident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal P
Child's Gender	Male
Child's Date of Birth	47F - Perso
Please detail what steps were aken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Attempted to contact mother at 3.17 pm. No response. Attempted to contact father at 3.20 pm. No response.
Name of child's parent(s) or guardian(s)	47F - Personal Privacy
Phone number of child's parent s) or guardian(s)	
Date of incident	8/6/2016
Description of incident (including ime, location, circumstances, emergency services nvolvement, etc)	Child did not attend ASC as expected. Attempts to contact parents at 3.15 pm and 3.20 pm. School contacted, message left with manager and police contacted at 3.38 pm. Continued to attempt to contact parents. At 3.55 pm rang mother again and was informed that the child was with her. Police rang and confirmed the child had been found.





Please detail what steps were or minimise this type of incident Reflection. in the future

Follow up to be completed with the family in relation to ability to contact taken or will be taken to prevent them and communication with the service. Staff to complete Incident

Photos and Evidentiary Documents

47F - Personal Fincident 08 06 2016.pdf

Incident Report

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

47F - Personal Privacy

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy



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 <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
ervice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	Outside School Hours Care
Service Approval Number		
Service Approval Status	Approved	
Child's Name	for. 47F - Personal I	
Child's Name	47F - Personal I	
Child's Gender	Male	
Child's Date of Birth	47F - Persona	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - did not show for c searched inside and ou * Step Mother - 47F - P contacted by Father an	was contacted at 3.30pm to notify that son are and could not be located by staff. Staff had utside of school grounds. ersonal F attended the service after being darrived at approximately 3.45pm.
	3.35pm to notify of miss they communicated thr	tation was contacted and spoke to 47F -at sing child. 47F was given parents details and ough 47F - F directly.
Name of child's parent(s) or guardian(s)	47F - Personal Privacy	
Phone number of child's parent (s) or guardian(s)		
Date of incident	13/7/2015	



Description of incident (including Approximately 3.05pm 47F - Personal (educator) saw 47F - running time, location, circumstances, emergency services involvement, etc)

through school and assumed he was on his way to after care. After roll was completed 47F had not signed in. We spoke to his sister and brother to see if he was at school and he was. We asked class mates if 47F was ok and if anything had happened at school. A child from class said he had a bad day and ran off earlier during the day as he was being teased about his hair cut. Educators were sent to look through school ground and nearby local shop whilst the coordinator contact his teacher and notified admin and principle of school. As 47F could not be located his father 47F - Pewas contacted and notified that we would be calling police. Father 47F - Pe said he would contact 47F - F - step mother and get her to come to the centre. 47F - Farrived at the service and made phone calls to local family and child care centre where 47F - Pyounger brother 47F - Pi goes to see if he had turned up at either of those places. 47F - Personal (educator) checked shops and the shop keeper believed he had seen him earlier but did not see where he went. 47F - got in car and drove around nearby areas. 47F - F went for a walk with 47F - younger brother 47F to show him where 47F likes to go but did not find 47F 47F - Preceived a call from the police to notify that they would commence a search. Coordinator contacted the P & C president (47F 47F - Persand Department 47F - to notify of incident.

Coordinator has spoken to school and acting deputy principle requesting that if any incidents occur with the child during the day we are notified so we can be aware of the type of day 47F has had. We will do the same in the mornings if we find 47F - hasn't had a good morning. We will keep lines of communication open to ensure we get best outcomes for 47F. If 47F has had a particularly bad day we will try and organise someone to observe him transition from class to OSHC to ensure he doesn't wonder off.

47F - P went to nearby skate park to check. 47F - F found 47F at the skate park and came back to the centre. 47F - P rang the police to notify

Photos and Evidentiary Documents

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

There were no witnesses.

Documents to be submitted later

them that 47F had been found.

47F - Personal alerted that he was missing after roll call.

47F - Personal Police - 47F - Personal Priva

Department of Education and Training - 47F

ontact Details

Name

Phone Number

Email Address

47F - Personal Privacy



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 <u>Regulatory Authority</u> for assistance.

Notification of Serior	us Incident Detail	s
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	OSHC
Service Approval Number		
Service Approval Status	Approved	
Incident		
Incident Type	* A child was missing from the for.	service or was not able to be accounted
Child's Name	47F - Perso	
Child's Gender	Male	
Child's Date of Birth	47F - Persona	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Personal Pr (Coordinator/ (Mother) at 3.05 pm and left a	Responsible Person) phoned 47F - Perso voice mail to return the call.
Name of child's parent(s) or guardian(s)	47F - Persona	
Phone number of child's parent (s) or guardian(s)		
Date of incident	12/2/2016	

Page 1 of 2 Date generated: 15/02/2016



Description of incident (including time, location, circumstances, emergency services involvement, etc)	At 2.45 pm the bell rang at 47F - Personal Privacy At 3.00 47F - Personal Privacy At 47F - Personal Privacy
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	47F - Pers advised 47F - Persthat 47F - had asked to go with the friend the previous day and was reminded to go to ASC when she delivered him to school this morning. 47F - decided to go with his friend. 47F - Perst will liase with 47F with any strategies to minimise this occurring again.
Photos and Evidentiary Documents	occurring again.
12.02.2016 - Serious Incident	-47F - Per Serious Incident
Name(s) of educators who witnessed the incident	N/A
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)	47F - Personal Pt (Responsible Person/Coordinator) contacted the police at 3.16 pm.

Contact Details Name Phone Number Email Address 47F - Personal Privacy





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 <u>Regulatory Authority</u> for assistance.

Notification of Serio	ous Incident Details	
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

vice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	Outside School Hours Care
Service Approval Number		
Service Approval Status	Approved	

ncident Type	A child was missing from the education and care service or was not able to be accounted for
ncident Date	14/2/2017
Incident Time	15:25
Did Emergency Services attended	Yes
Missing Type	Child did not attend - child initiated
Duration Missing	More than 30 mins but less than 1 hour
Child's Name	47F - Personal Pri
Child's Gender	Male
Child's Date of Birth	47F - Personal P
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	parents were called as soon the child could not be located within the school grounds.
Name of parent or guardian notified	47F - Personal Priv
Phone number of parent or guardian notified	

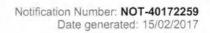


Further Details of the Incident	47F - Personal P hadn't shown up to after school care at 3.15pm. I went up to the school and
	asked that he be called for over the loud speaker. I radioed down to 47F to call his mum, 47F - Personal Pr At
	approximately 3.25pm, 47F -
	called and explained that 47F - P was missing.
	47F and I both searched outside the front of the school, the
	playground, oval, undercover area, toilets, and up near the school hall.
	As I was on my way back to the room at 3.40pm, 47F - Pecalled on the
	mobile and asked if
	he'd shown up. I said he hadn't, and I was going to call the police. Mum was fine with that.
	and told me that she'd called his dad and he didn't have him.
	I called PoliceLink, who took my details and then transferred me over to
	000. I provided
	them with 47F - Pe details and they said they would come to the
	service. At approximately 3.55pm, 47F - Pecalled to inform me that her
	neighbour had contacted
	her, and 47F - Pwas outside his house.
	I called the police back at approximately 4.00pm, and they walked in
	just as I'd finished making the call. I spoke to two officers, and gave them mine, 47F - Per
	and 47F - Pe
	details. They informed me that they were going to go to 47F - Per house
	and confirm he
	was there, and wait with him. At approximately 4.15pm, they went to leave and 47F - Peshowed up
	with 47F - P They
	spoke to 47F - P for a while in the school car park, and then left.
	47F - Pe came up to have a chat about 47F - Pe and his teacher arrived at the same time. We
	all had a chat about how 47F - P could easily become confused, as the
	bookings for the
	children were a bit different over the last two weeks.
	We came to an arrangement where the educators picking up the 47F - would come and
	collect 47F - P from his classroom from Monday to Wednesday. His
	teacher will wait with
	him in the classroom until we pick him up.
	47F - P is going to email both of his teachers, to put the arrangement in writing.
	Witting.
Please detail what steps were	Listed on the incident report and in the further information section of this
taken or will be taken to prevent	document.
or minimise this type of incident	
in the future	
Details of Action Taken (e.g. First Aid)	
Name of Witness to the incident	47F - Persona
Photos and Evidentiary Documents	
ARS Incident Report 14.2.17	Service incident report
- 47F - Personal F.pdf	A Section of the Control of the Cont

Name

Contact Details

47F - Persona





Phone Number

Email Address

47F - Personal Privacy



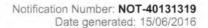


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

rvice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	
Service Approval Number		
Service Approval Status	Approved	

ent	
ncident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal
Child's Gender	Female
Child's Date of Birth	47F - Perso
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Parent was contacted as soon as it was identified that 47F - P & her two sisters 47F - Personal had not turned up for their booking (3.15 pm)
Name of child's parent(s) or guardian(s)	47F - Personal Pri
Phone number of child's parent (s) or guardian(s)	
Date of incident	13/6/2016
Description of incident (including time, location, circumstances, emergency services nvolvement, etc)	47F - F & her two sisters failed to attend booking for ASC. Parents contacted at 3.15 pm (not answering), school contacted to establish children had attended, emergency contacts called form 3.20 pm. Police contacted at 3.35 pm.
	Parent contacted service at 4.15 outlining that the 3 children had caught the bus home.





Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future Parent updating contact details

Photos and Evidentiary Documents

incdent 13.6.16 missing children.pdf

Incident form

Incident Reflection 13.6.16.pdf

Staff Reflection

Name(s) of educators who witnessed the incident

47F - Personal

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

47F - Personal Privacy

Phone Number

Email Address



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 <u>Regulatory Authority</u> for assistance.

Notification of Serio	ous Incident Details	
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

Service			
Service Legal Entity Name			
Service Trading Name	47F - Personal Privacy		
Service Approval Number			
Service Approval Status	Approved		

lent	
ncident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Persona
Child's Gender	Male
Child's Date of Birth	47F - Persor
Please detail what steps were aken to ensure parents were notified as soon as practicable, ncluding time, date and nature of notification	13/2/15 - Called father at 3.25pm - left a message. Called emergency contact - no answer Called periodically until 5.45pm where father answered
Name of child's parent(s) or juardian(s)	47F - Personal Priv
Phone number of child's parent (s) or guardian(s)	
Date of incident	13/2/2015
ime, location, circumstances, emergency services nvolvement, etc)	Child did not arrive at After School Care, the service was not informed of his absence, and was unable to contact the father. Police was called to report the missing child. Parent was answered phone at 5.45pm and stated that he was picked up by his mother.
Photos and Evidentiary Documents	Documents to be submitted later.



Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

47F - Personal

Police attended service at 5.55pm -

47F - Persona

Contact Details

Name

47F - Personal Privacy

Phone Number

Email Address



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 <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy OSHC
Service Approval Number	
Service Approval Status	Approved
ident	
Incident Type	* A child was missing from the service or was not able to be accounted
	for.
Child's Name	47F - Persor
Child's Gender	Female
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Perso (Coordinator/Responsible Person) called 47F - Persona (Mother) at 3.11 pm.
Name of child's parent(s) or guardian(s)	47F - Personal F
Phone number of child's parent (s) or guardian(s)	
Date of incident	15/2/2016

Page 1 of 2 Date generated: 16/02/2016



Description of incident (including time, location, circumstances, emergency services involvement, etc)

The school bell rang at 2.45 pm. 47F - Perso did not arrive at the service by 3.02pm. At 3.03 47F - Perso (Coordinator/Responsible Person) called the school office to confirm she was at school.

47F - Personal (Mother) at 3.11pm and left a voice-mail. At 3.19 pm 47F I called the police to report her location unknown.

At 3. 45 the service received a call from the police to advise 47F - had been located at home. At 3.55 pm 47F - Pe called the service to confirm that 47F - was safe and not attending ASC for the day.

While attempting to locate 47F - F calls were also being made to other children who had not arrived at the service. Please detail what steps were Staff are continuing to ask parents to cancel bookings or advise the taken or will be taken to prevent service if their child is not attending care. or minimise this type of incident in the future Photos and Evidentiary Documents 15.02.2016 - Serious Incident - 47F - Per Serious Incident 47F - pdf Name(s) of educators who N/A witnessed the incident 47F - Pers (Coordinator/Responsible Person) contacted the police at If relevant, name and contact details for emergency service 3.19 pm. personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Name Phone Number Email Address 47F - Personal Privacy



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 <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
vice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved
Incident Type	* A child was missing from the service or was not able to be accounted for.
Incident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Privacy
Child's Gender	Male
Child's Date of Birth	47F - Personal
Please detail what steps were taken to ensure parents were notified as soon as practicable,	Child Identified as not being in attendance when the Child's aunty arrived to collect him from the service 4.45 pm (13/10/2015).
including time, date and nature of notification	
including time, date and nature	47F - Personal Pri
including time, date and nature of notification Name of child's parent(s) or	47F - Personal Pri

Page 1 of 2 Date generated: 16/10/2015



time, location, circumstances, emergency services involvement, etc)

Description of incident (including Child was not entered into the roll for ASC and, as a consequence, was not identified as being absent and, therefore, no process was entered into in attempting to locate him. At 4.45 pm the child's Aunty arrived to collect him at which point significant attempts were immediately made to locate the child.

> The child was ultimately located through the school office who had supervised the child, not knowing he was to have been booked into ASC, and had subsequently dropped the child at the 47F - Perso Police Station. The Aunty then proceeded to the police station and collected the child.

> Subsequent to the incident, the parents have been liaised with and a formal investigation into the failure of the service to effectively manage the child's booking has been instigated.

> In addition, staff have undertaken a Critical Review of the incident and policy and process in managing bookings and attendances has been revisited and reinforced.

Photos and Evidentiary Documents

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Documents to be submitted later.

47F - Personal Privacy

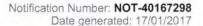
Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy





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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider 47F - Personal Privacy Provider Name Provider Number Provider Approval Status Approved Service Service Legal Entity Name 47F - Personal Privacy Service Trading Name Service Approval Number Service Approval Status Approved Incident A child was missing from the education and care service or was not Incident Type able to be accounted for Incident Date 13/1/2017 Incident Time 11:45 Did Emergency Services attended Missing Type Child seen exiting by staff - retrieved by non-staff member **Duration Missing** More than 1 hour but less than 3 hours 47F - Personal Priv Child's Name

Female 47F - Persor

47F - Personal P

Child's Gender

of notification

guardian notified

notified

Child's Date of Birth

Please detail what steps were

taken to ensure parents were notified as soon as practicable,

including time, date and nature

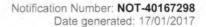
Name of parent or guardian

Phone number of parent or

located by police and returned her to the service.

Parent contact at 11.45 and informed of what had happened. Parent

agreed to come to the service immediately. Parent at service when child





Further Details of the Incident Child exited the service following an altercation with another child (11.45). Service put in lockdown while staff began search of school grounds. Parent contacted 11.51. Manager contacted 11.55 and police notified at 12.00. Search extended beyond school grounds and involved police and additional 47F - Personal staff from central office. Police notified service at 13.45 that the child had been located and subsequently returned her to the service where her mother was waiting. Parent agreed before 47F - Pers return to care to meet with the service Coordinator in order to develop a support plan 47F - Per is currently Please detail what steps were taken or will be taken to prevent or minimise this type of incident undertaking therapy and had a booked session the following Monday. in the future Details of Action Taken (e.g. See above First Aid) 47F - Perso Name of Witness to the incident Photos and Evidentiary Documents Incident follow up 47F - Pe 47F - Pe 13 01 2017.pdf Follow Up Report Incident Reflectio 47F - Perso 47F - Per 13 01 2017.docx Reflection Incident Report 47F - Pe 47F - Pe signed 13 01 2017.pdf Incident Report

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy



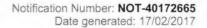


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Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved

ent			
Incident Type	A child was missing from the education and care service or was not able to be accounted for		
ncident Date	16/2/2017		
Incident Time	15:00		
Did Emergency Services attended	Yes		
Missing Type	Child did not attend - child initiated		
Duration Missing	More than 30 mins but less than 1 hour		
Child's Name	47F - Personal Priva		
Child's Gender	Female		
Child's Date of Birth	47F - Person		
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Parent indicated that they had spoken to an educator on the Tuesday in relation to the booking. Regional Manager investigating. Parent reminded that policy requires notification of changes to bookings in writing.		
Name of parent or guardian notified	47F - Personal Privac		
Phone number of parent or guardian notified			





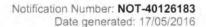
Further Details of the Incident Child did not attend ASC booking. Attempts to contact parent unsuccessful (Phone/text). Police notified of unaccounted for child at 15:33. Parent contacted the service at 16:00 informing the service that she had been contacted by the police and that her daughter had attended a birthday party. Please detail what steps were Reminder to parent in relation to written notification and taken or will be taken to prevent acknowledgement of booking changes. or minimise this type of incident in the future Investigation into parent claim that she had verbally notified change of booking the previous day. Details of Action Taken (e.g. Attempted to contact parent (phone/text) First Aid) Liaised with School Informed management Notified police 47F - Personal Privacy Name of Witness to the incident Photos and Evidentiary Documents Incident Reflection 47 47F - Pe 16 2 17 47F - .docx Incident Reflection Incident report 47F - Persor 16 2 17 47F - .pdf Incident Report

Contact Details Name Phone Number Email Address 47F - Personal Privacy



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 <u>Regulatory Authority</u> for assistance.

Provider	
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Pri Outside School Hours Care
Service Approval Number	
Service Approval Status	Approved
Incident Type	* A child was missing from the service or was not able to be accounted
Incident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal
Child's Gender	Female
Child's Date of Birth	47F - Persor
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	3.25pm Called 47F - Personal (mum), followed by 47F - Personal (grandparent) – no answer from both. 3.30pm Called school office from the service, no answer. Walked over to admin building, door locked. 3.35pm Called mum again, left message.
Name of child's parent(s) or guardian(s)	47F - Personal P
Phone number of child's parent (s) or guardian(s)	
Date of incident	17/5/2016





47F - Pedid not turn up to 47F - For after school care. The following Description of incident (including time, location, circumstances, steps were taken to locate her in accordance with policy. emergency services involvement, etc) 3.35pm Called mum again, left message. 3.40pm Called 47F (Area Coordinator), no answer. Called 47F - (OSHC Manager), no answer. 3.45pm Called 47F - Police Station, described situation and gave all relevant details (known address, names, mum's mobile number). 3.55pm Went through 47F - Per fathers file from last year, found a different address - called police station again to update them, provided more details (mum and 47F - Pers DOB's, previous history of this happening, etc). 4.00pm Explained to the police that we have issues communicating with mum in the past - have had to chase mum for 47F - Perswhereabouts before, as well as 47F - Pa just showing up to after school care with no prior contact from mum. 4.05pm Police said that they would potentially come to the service, but they would log a job and find out more for us. They said that they would pass the message on to 47F - Person Police Station as well, who were closer to the service. 4.10pm 47F -called back, updated him on situation and told him I would follow-up with him when I knew more. 4.15pm 47F called back, updated him on situation and told him I would follow-up soon. 4.30pm Asked some children from 47F - Pers grade if she was at school - two girls said ves. one girl said no 5.15pm Called 47F - Police Station, said they'd emailed the job to Police Link, and to give them a call. 5.20pm Called Police Link, who took all details and then informed me that they'd made contact with the mother, who had told them that 47F - Pe was with her. Told them that she would come in tomorrow to apologise for not letting us know. 5.30pm Informed 47F - Personal of the situation. Please detail what steps were The service coordinator will follow up with this parent in person and will taken or will be taken to prevent explain the importance of informing the service when she will collect her or minimise this type of incident in the future Photos and Evidentiary Documents File Note 47F - Pers 170516.doc File note 47F - Personal Privacy Name(s) of educators who witnessed the incident If relevant, name and contact Police contacted details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy



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 <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
ervice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	School Age Care
Service Approval Number		
Service Approval Status	Approved	
ncident		
Incident Type	* A child was missing from the service or was not able to be accounted for.	
Child's Name	47F - Personal Priva	
Child's Gender	Female	
Child's Date of Birth	47F - Perso	



On Friday 10th June 2016, at approximately 4:45pm 47F - Pe grandma arrived at 47F - Personal Privacy SAC to collect Please detail what steps were taken to ensure parents were notified as soon as practicable. 47F - Pe including time, date and nature 47F - Pestaff informed 47F - Pe grandmother that she was collected and of notification released from her 47F Class room at 47F - Personal Privacy her Teacher 47F - Pers this afternoon 47F - Per released 47F - I from the 47F : Class Room to the child's (Nanny) and then proceeded to escort 47F - Perso Children from the class down the ramp to the 47F - I Staff member waiting to collect the 47F - F(approx. 4 meter distance). The grandmother then contacted 47F - Pe mother advising the situation. The grandmother then advised 47F - staff that police have been advised she is missing. 47F - P staff then made attempts to contact 47F - P (parent) - attempts were unsuccessful. 47F - Personal Priva Name of child's parent(s) or quardian(s) Phone number of child's parent (s) or guardian(s) Date of incident 10/6/2016 Description of incident (including On 10th June 2016, 47F - F was dropped off to Before School Care at time, location, circumstances, SAC by 47F (Parent). emergency services 47F - FStaff questioned parent to see if 47F - was to attend After involvement, etc) School Care today. As normally 47F - Pis booked into ASC on a Friday but does not attend ASC due to being picked up from 47F - Personal Pr 47F - Persona to attend dance lessons. Parent stated "No she will not be attending ASC her grandmother is pricking her up, (parent paused) stating well maybe it will be only for 20minutes or so". On 10th June 2016, 47F - Personal PI was not collected from by 47F staff from her 47F Room at 47F - Personal Privacy for after school care due to 47F - Pwas released from her class room by her Teacher 47F - Pers 47F - P was released from her 47F class room by her teacher to another child's (Nanny) and taken to a local park. 47F - PStaff failed to contact 47F - Pe parents to confirm that 47F - F was not attending ASC and was released to another adult from her clas room by her teacher. On Friday 10th June 2016, at approximately 4:45pm 47F - Pergrandma arrived at 47F - Personal Privacy SAC to collect 47F - Fstaff informed 47F - Pegrandmother that she was collected and released from her class room at 47F - Personal Privacy Teacher 47F - Personal Privacy The grandmother then contacted 47F - Pe mother advising the situation. The grandmother then advised 47F - Pstaff that police have been notified as 47F - Fis missing.



Police arrived at 47F - Personal Privacy and accompanied 47F - P staff and the grandmother to 47F - Personal Class Room - to see if her teacher 47F - Pers was still on the school premises, teacher was When arriving at the 47F- Class Room the grandmother received a phone call on her mobile and advised 47F-F staff and Police that 47F-Pe was located with her friend and her (Nanny) at the local park. Police and grandmother left 47F - Personal Privacy to collect 47F - F from the park. At approx. 5:00pm Area Manager 47F - Person arrived at 47F - Per SAC at the same time 47F - PStaff member was walking back from the 47F - Room. At Approx. 5:30pm the Police, parent/grandmother and child arrived at 47F - Personal Privacy SAC. Police took names and questioned 47F - staff. The Police Officer stated "there is differing/conflicting stories and miscommunication between the parents themselves and 47F - Staff, and 47F - Fdidn't follow protocol this why the incident has occurred". The parent, child and grandmother left the premises at approx. 5:45pm. No further Police presence was required they left the premises at approx. 5:50pm This week subject child has continued care for 47F - P ASC for her regular booking and will be attend Vacation Care in the upcoming holidays. On Tuesday 14th June 2016, 47F - Area Manager - attempts to contact taken or will be taken to prevent 47F - P(parent) unsuccessful - left a message. On Tuesday 14th June 2016, Area Manger 47F - Personal Privacy - Principal and talked the the incident and was updated on staff up skilling / training and mentoring by manager over the up coming weeks. On Wednesday 15th June 2016, 47F - Area Manager - attempts to contact both parents unsuccessful - left a message. On Wednesday 15th June 2016, a Representative of the Approved Provider - attempts to contact 47F - P(parent) unsuccessful - a message was left. On Wednesday 15th June 2016, Area Manager 47F - Fsuccessful made contact with 47F - P (parent) and verbally expressed processes in place to ensure this does not occur again with a follow up email (see below) From: 47F - Personal Pr Sent: Wednesday, 15 June 2016 4:34 PM To: 47F - Personal Privacy Cc: Subject: 47F - Personal Privacy Hi 47F - Pe Thank you for your time today and your patience for me to further investigate the incident that occurred on Friday.

It is ongoing and I will keep you up to date with all that has happen and

Please detail what steps were

or minimise this type of incident

in the future



will be happening in the upcoming days and weeks at the service.

- Monday 13th June up skilling staff has been done around collection of children.
- · Wednesday 15th June State Office Compliance Officer Visit
- Friday 16th June Staff meeting SOP, Policy and Procedure up skilling
- Tuesday 21st June Visit from SAC Area Manager monitoring the activities of the afternoon
- · Wednesday 22nd June Meeting with Coordinator
- Thursday 23rd June Visit from SAC Area Manager

Weekly visits will continue on a regular basis from State Office staff and the Area Manager.

If you have any questions or concerns please do not hesitate to contact me

Thank you

47F - Personal Privacy

47F - P Follow up -

Monday 13th June 2016 at 47F - Personal Privacy

Staff Meeting - Up skilling/ raining

2.5 POLICY Arrivals and Departures

- Standard Operating Procedure Child book to attend ASC does not arrive from school
- · Register for phone call re non-attendance

Wednesday 15th June 2016, attendance of 47F - Representative attend service to observe practice.

Friday 17th June 2016, staff meeting at 47F - Personal Privacy SAC All staff up skilling / training

- 2.5 POLICY Arrivals and Departures
- Standard Operating Procedure Child book to attend ASC does not arrive from school
- · Register for phone call re non-attendance
- 2.7 POLICY Court orders and the release of children in care

2.8 POLICY Supervision of children

- Standard Operating Procedure Accurate head count of children within the SAC service
- · Responsible Person Handover Sheet

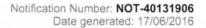
Stand Operating Procedure NL01 reporting

 A standard operating procedure to be followed by all Responsible Persons

Standard Operating Procedure SI01 reporting

 A standard operating procedure to be followed by all Responsible Persons

Friday 17th June 2016, Area Manager 47F - Personal F attending service to observe practice.





Tuesday 21st, Wednesday 22nd & Thursday 23rd June 2016, Area Manager 47F - Personal attending service to observe practice. Wednesday 22nd June 2016, Area Manager 47F - Personal Privacy be conducting re inductions for all staff and coordinator Meeting to be arranged with 47F - Personal (parents) to update enrolment forms/emergency contact details and required booking. Photos and Evidentiary Documents 47F - Personal Privacy Email correspondence 47F - Personal Pri Name(s) of educators who witnessed the incident If relevant, name and contact Police details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details Name Phone Number Email Address 47F - Personal Privacy



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 <u>Regulatory Authority</u> for assistance.

Notification of Seriou	us Incident Details	
Provider		
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
Service		
Service Legal Entity Name	47F - Personal Privacy	
Service Trading Name	471 - Feisonai Filvacy	оѕнс
Service Approval Number		
Service Approval Status	Approved	
Incident		
Incident Type	* A child was missing from the se for.	rvice or was not able to be accounted
Child's Name	47F - Personal	
Child's Gender	Female	
Child's Date of Birth	47F - Personal	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	contact with 47F - Person (father) the call at 3.37.	ponsible Person) attempted to make at 3.21pm and 3.26pm. 47F - returned
Name of child's parent(s) or guardian(s)	47F - Personal	
Phone number of child's parent (s) or guardian(s)		
Date of incident	28/7/2015	

Page 1 of 2 Date generated: 17/08/2015



time, location, circumstances, emergency services involvement, etc)	At 3.15 pm 47F - Person had not been signed into care. At 3.19 pm 47F - Person had not been signed into care. At 3.19 pm 47F - Person had not been signed into care. At 3.21 pm 47F - Called 47F - Person (father). At 3.24 pm all staff were asked via radio to perform a check of their area of supervision to locate 47F At 3.26 pm 47F - I called 47F - again. At 3.27 pm 47F - called the police. At 3.37 pm 47F was located with the group at the astro turf eating afternoon tea. 47F - updated 47F - and the police. At 3.57 the police arrived and were updated. Please see additional information attached.
Photos and Evidentiary Documents	
28.07.15 47F - Pers - Serious	ncident.pdf Serious Incident
Name(s) of educators who witnessed the incident	47F - Personal
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)	called the police at 3.27 pm.

Contact Details Name 47F - Personal Privacy

Phone Number

Email Address



SI01 Notification of Serious Incident

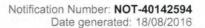
Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serio	us Incident Details
Provider	
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
Service	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy OSHC
Service Approval Number	
Service Approval Status	Approved
Incident Type	* A child was missing from the service or was not able to be accounted for.
Incident	
	for.
Child's Name	47F - Personal
Child's Gender	Male 47F - Person
Child's Date of Birth	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	
Name of child's parent(s) or guardian(s)	47F - Personal F
Phone number of child's parent (s) or guardian(s)	
Date of incident	17/8/2015
Description of incident (including time, location, circumstances, emergency services involvement, etc)	At 2.45 pm the school bell rang. At 2.55 pm it was identified that 47F - Personal had not arrived for ASC. 47F - Personal Pi Coordinator/ Responsible Person called both parents. At 2.58 pm she checked attendance at school. Educators searched the school grounds. 47F - Pe 47F - called emergency contacts listed and the parents again at 3.05 pm. At 3.15 pm 47F - Persocalled the police. At 4.05 pm the police notified the service that 47F - Pe had been located at home with his grandmother.



Photos and Evidentiary Documents		
17.08.15 Serious Incident -47	'F - Personal pdf Documents	
Name(s) of educators who witnessed the incident	N/A	
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)	47F - Personal Pt called the police at 3.15 pm	١.

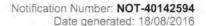
Contact Details		
Name	47F - Personal Privacy	
Phone Number		
Email Address	1111	





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 <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
vice		NO TO CONTRACT OF STREET
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	School Age Care
Service Approval Number		
Service Approval Status	Approved	
ident		
ident Incident Type	* A child was missing from	n the service or was not able to be accounted
		n the service or was not able to be accounted
Incident Type	for.	n the service or was not able to be accounted
Incident Type Child's Name	for. 47F - Personal F	n the service or was not able to be accounted
Incident Type Child's Name Child's Gender	for. 47F - Personal Female 47F - Persona Parent, 47F - Persona observed that 47F - was re Grandma came to collect	contacted at 4pm on 12/8/16 when it was not present at the service when 47F - Per
Incident Type Child's Name Child's Gender Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature	for. 47F - Personal F Female 47F - Persona Parent, 47F - Persona was observed that 47F - was referenced.	contacted at 4pm on 12/8/16 when it was not present at the service when 47F - Per
Incident Type Child's Name Child's Gender Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification Name of child's parent(s) or	for. 47F - Personal Female 47F - Persona Parent, 47F - Persona observed that 47F - was re Grandma came to collect	contacted at 4pm on 12/8/16 when it was not present at the service when 47F - Per





Description of incident (including Incident occurred on 12/8/16 at 4pm. 47F - Pi grandmother arrived to collect 47F - from the service and it was observed that 47F - had not arrived to the service at the completion of time, location, circumstances. emergency services school. After initial checks of the school grounds the Police were contacted at 4.32pm. 47F - was located at 4.45pm, by a member of the involvement, etc) school staff, on the oval adjacent to the service building. In leading up to the incident on the 11/8 47F - P Mum spoke to an educator in person and informed her that if 47F - wasn't at the service on the 12/8 then it was due to her being picked up by her Grandma from school.
When 47F - didn't arrive at ASC on 12/8 it was then assumed that 47F had been collected from school. The service has in place definite procedures relating to arrivals and departures of children which were not followed in this instance. A time line of events is in the attached documents provided more detailed information for events on the day. This incident was reported verbally and via email on 15/8/16 by 47F - Per From a school level, at the request of the family, 47F - s going to be escorted by her classroom teacher to the adjacent 47F classroom on Please detail what steps were taken or will be taken to prevent days that she attends 47F - and the educators will then collect 47F - F or minimise this type of incident along with the 47F children and escort then to the service.

The educator and Acting Coordinator have both been involved in in the future extensive discussions with representatives of the Approved Provider in relation to the arrivals and departures procedure that iscurrently in place at the service. Both educators are receiving additional training in relation to the procedures of the service. A HR investigation has been commenced and no further details on this is available at this time. Educators have been reminded of their responsibilities to accurately record bookings and cancellations and ensure parents are aware of and follow service practices in relation to this. Photos and Evidentiary Documents 7.2.1 47F - Person pdf Incident report 47F - Person Timeline and map 47F - Person pdf 47F - Personal Timeline and map Name(s) of educators who 47F - Personal Priva witnessed the incident If relevant, name and contact Police were contacted however cancelled when the child was located. details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory

Contact Details Name Phone Number Email Address 47F - Personal Privacy

Authorities, etc)



SI01 Notification of Serious 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 <u>Regulatory Authority</u> for assistance.

Notification of Serio	ous Incident Details	
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

vice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved

ncident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Pr
Child's Gender	Male
Child's Date of Birth	47F - Perso
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Parents arrived at the Service 4.36 pm within minutes of him being identified as missing (4.36 pm) and informed that he was missing.
Name of child's parent(s) or guardian(s)	47F - Personal P
Phone number of child's parent (s) or guardian(s)	
Date of incident	15/1/2016
Description of incident (including time, location, circumstances, emergency services involvement, etc)	Child identified as missing during Head count at 4.30 pm. Shortly thereafter the parents arrived at the Service (4.36 pm). At 4.50 pm the police were contacted and informed the child was missing. At 4.56 it was identified that 47F - was at the corner store where his father went and picked him up and subsequently returned with him to the Service

Page 1 of 2 Date generated: 19/01/2016



Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

The Incident is still subject to investigation, however, measures have been out in place by the Regional Manager to ensure that future risk of 47F - Pleaving the Service is managed effectively.

Photos and Evidentiary Documents

Follow up on incident 47F - Personal by Regional Operations Manager 47F - Personal 15.1.16.docx

Follow up on incident 47F - Persona 15.1.16 Follow Up Report see ROM reprot for full details.pdf

Incident Report 47F - Personal 15.1.16.pdf Incident Report

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Phone Number

Email Address

Name

47F - Personal Privacy

47F - Personal Privacy

Page 2 of 2 Date generated: 19/01/2016



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 <u>Regulatory Authority</u> for assistance.

rovider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
vice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	DSHC
Service Approval Number		
Service Approval Status	Approved	
Incident Type Child's Name	* A child was missing from th for. 47F - Personal Privacy	e service or was not able to be accounted
Child's Gender	Male	
Child's Date of Birth	47F - Person	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	(Mother) at 3.08 pm.	esponsible Person) called 47F - Persona
Name of child's parent(s) or guardian(s)	47F - Personal I	
Phone number of child's parent (s) or guardian(s)		
Date of incident	18/2/2016	

Page 1 of 2 Date generated: 19/02/2016



Authorities, etc)

Description of incident (including time, location, circumstances, not required or canceled. He was located with his father, 47F - Personal Privacy did not arrive at After School Care. Booking was not required or canceled. He was located with his father, 47F - Personal Privacy did not arrive at After School Care. time, location, circumstances. 47F - Pers did not arrive at the service by 3.05pm. 47F - Person emergency services involvement, etc) (Coordinator/Responsible Person) called the school office to confirm he was at school. At 3.08 pm 47F called 47F - Persor (Mother) and left a message. She called 47F - Persor (father) at 3.10 pm and left a message. At 3.13 pm 47F - notified the police that 47F - Perso ocation was unknown. At 3.20 pm 47F - attempted to call 47F - Person at the school of police made contact with 47f and advised him to call the service, however 47F called him at 3.25 pm before he could call and he confirmed that 47F - Perswas in his care. Please detail what steps were Staff are continuing to ask parents to cancel bookings or advise the taken or will be taken to prevent service if their child is not attending care. or minimise this type of incident in the future Photos and Evidentiary Documents 18.02.2016 - Serious Incident 47F - Person Serious Incident Name(s) of educators who N/A witnessed the incident 47F - Person If relevant, name and contact (Coordinator/Responsible Person) contacted the police at details for emergency service 3.13 pm. personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory

Name Phone Number Email Address 47F - Personal Privacy

Page 2 of 2 Date generated: 19/02/2016



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 <u>Regulatory Authority</u> for assistance.

Notification of Sorious Incident Details

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy OSHC
Service Approval Number	
Service Approval Status	Approved
ident	
Incident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Priv
Child's Gender	Male
Child's Date of Birth	47F - Personal
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Personal Priva (Coordinator/Responsible Person) called 47F - Personal (father), 47F - Personal Mother) and 47F - Personal P (Grandfather) from 3.15 pm.
Name of child's parent(s) or guardian(s)	The Following state of
Phone number of child's parent (s) or guardian(s)	
Date of incident	17/11/2015
Description of incident (including time, location, circumstances, emergency services involvement, etc)	47F - Personal P did not arrive for ASC as expected. 47F - Personal Priv (Coordinator/ Responsible Person) called 47F - Perso (father) at 3.15 pm, 47F - Personal mother) at 3.17 pm and 47F - Personal P (grandfather) at 3.20 pm. 47F - Personal P called the school office and an announcement was made over the school PA at 3.20 pm. At 3.30 pm 47F - Personal P unaccounted for. At 3.52 the police arrived at the service to investigate. At 3.52 pm 47F - Personal P called to advise he had collected 47F - Perform School.

Page 1 of 2 Date generated: 19/11/2015



Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Photos and Evidentiary
Documents

17.11.15 Serious Incident
47F - Personal
Documents

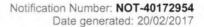
Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Police were contacted at 3.30 pm.

47F - Personal Priva

Name 47F - Personal Privacy Phone Number Email Address



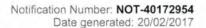


Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved

Service Legal Entity Name	47F - Personal Pr	n.
Service Trading Name	471 - Felsonal Fi	Outside School Hours Care
Service Approval Number		

Incident Type	A child was missing from the education and care service or was not able to be accounted for
Incident Date	17/2/2017
Incident Time	15:08
Did Emergency Services attended	Yes
Missing Type	Child did not attend - child initiated
Duration Missing	More than 1 hour but less than 3 hours
Child's Name	47F - Personal
Child's Gender	Male
Child's Date of Birth	47F - Persor
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Phone Call to mother and contacts as soon as noticed child was missing at 3.08pm
Name of parent or guardian notified	47F - Personal P
Phone number of parent or guardian notified	





47F - Persona did not atend the 47F - Personal Pri OSHC as Scheduled. Educators followed procedures to contact parent and carers with no Further Details of the Incident success. Eventually Mum was contacted at the shops and she advised that she would check at home. She arrived at the service at 3.30pm and advised that she had not been able to locate him. Police were called and arrived at the service at approximately 4pm, mum called at 4.08pm to advise that he had been located. Please detail what steps were Parent reminders for children attending OSHC, communication with the taken or will be taken to prevent teacher to provide reminders for when children attend OSHC or minimise this type of incident in the future Educators attempted to contact parents and contacts Details of Action Taken (e.g. First Aid) Management Advised School Advised Police Advised 47F - Personal Priv Name of Witness to the incident Photos and Evidentiary Documents doc05806320170220084839 File Notes .pdf

Contact Details

Name	47F - Personal Privacy
Phone Number	
Email Address	



SI01 Notification of Serious 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 <u>Regulatory Authority</u> for assistance.

otification of Seriou	5 Incident Details
rovider	A STATE OF THE PARTY OF THE PAR
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy OSHC
Service Approval Number	
Service Approval Status	Approved
ncident	
Incident Type	* A child was missing from the service or was not able to be accounted
Child's Name	for. 47F - Personal Pr
Child's Gender	Female
Child's Date of Birth	47F - Person
Please detail what steps were	Mother 47F - F was contacted by phone at 14.55 and step father 47F - F
taken to ensure parents were	47F - Fwas contaced by phone at 4:56pm.
notified as soon as practicable, including time, date and nature of notification	
Name of child's parent(s) or guardian(s)	47F - Personal F
Phone number of child's parent (s) or guardian(s)	
Date of incident	12/5/2015
Description of incident (including time, location, circumstances, emergency services involvement, etc)	47F - Personal Pidid not arrive to the After School Care service and was unaccounted for at 2.50pm. 47F - Personal Picontacted 47F - Pelmother at 2.55pm and step-father at 2.56pm. The police were notified at 3.00pm that the child was unaccounted. The educators continue to try and contact the parents but there was no answer. At 4.09pm the child was accounted for at her neighbours house. 47F - Piwalked home with her neighbour from school as she wasn't aware she

Page 1 of 2 Date generated: 20/05/2015



Photos and Evidentiary
Documents

18.05.15 - Serious Incident - 47F - P

Name(s) of educators who witnessed the incident

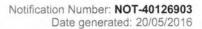
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Pocuments

47F - Personal Private

47F - Perso

Contact Details Name 47F - Personal Privacy Phone Number Email Address





Service Approval Status

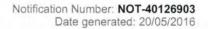
SI01 Notification of Serious Incident

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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider Provider Name Provider Number Provider Approval Status Approved Service Service Legal Entity Name Service Approval Number 47F - Personal Privacy 47F - Personal Privacy 47F - Personal Privacy

Approved

lent	
Incident Type	* Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought. * A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal F
Child's Gender	Female
Child's Date of Birth	47F - Perso
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Parent was called and had messages left on phone between 2.40 pm and 3.00 pm. Emergency contact also failed to respond to calls. Parent arrived at service at 4.47 pm and had 47F - with her.
Name of child's parent(s) or guardian(s)	47F - Personal Pr
Phone number of child's parent (s) or guardian(s)	
Date of incident	18/5/2016
Description of incident (including time, location, circumstances, emergency services involvement, etc)	47F failed to attend booking for ASC (240. pm). Parent phoned and message left. Emergency contact also phoned and unavailable. School confirmed child had attended school. At 3.00pm police called and informed 47F had failed to arrive for booking. Police arrived at service at 4.00pm and took details. At 4.47pm mother arrived at service to collect other children and had 47F - with her.





Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Family known to police and police identified they would follow up directly with them. Service to follow up with family re contactability.

Photos and Evidentiary Documents

2016.pdf

Incident Form 47F - Personal Priva 18 05

Incident Form

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

47F - Personal Privacy

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy



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 <u>Regulatory Authority</u> for assistance.

Notification of Serio	ous Incident Details	
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	-

47F - Personal Privacy	Outside School Hours Care	
Approved		
		Calcido Calido Calido

Service Approval Status	Approved
cident	
Incident Type	* Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought. * A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Pr
Child's Gender	Female
Child's Date of Birth	47F - Personal
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Continual calls to parents and emergency contacts when child did not arrive at OSHC on Friday 18/3/16
Name of child's parent(s) or guardian(s)	47F - Personal Pri
Phone number of child's parent (s) or guardian(s)	
Date of incident	18/3/2016
Description of incident (including time, location, circumstances, emergency services involvement, etc)	47F - Pe did not present at ASC as per roll. The staff immediately checked with the office to confirm 47F - Pe had been at school that day. Staff contacted the parents and all emergency contacts but with no response. The incident was reported to the Approved Provider who advised to contact the police. The father called the service at 4.15 pm to inform them he had collected the child.



Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future Process for a child not attending when booked was followed.

Photos and Evidentiary Documents

21032016154430-0001.pdf

Incident report

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Police

47F - Perso

Contact Details

Email Address

Name 47F - Personal Privacy
Phone Number



SI01 Notification of Serious 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 <u>Regulatory Authority</u> for assistance.

rovider		
THE RESERVE OF THE PARTY OF THE		
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	OSHC
Service Approval Number		
Service Approval Status	Approved	
Incident Type	* A child was missing from the s	ervice or was not able to be accounted
	AZE Damanali	
Child's Name	47F - Personal I	
Child's Gender	Male	
Child's Gender Child's Date of Birth	Male 47F - Person	
Child's Gender	Male 47F - Person 47F - Persona (Coordinator/Respondence) at 3.09 pm.	onsible Person) called <mark>47F - Persona</mark>
Child's Gender Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature	Male 47F - Person 47F - Persona (Coordinator/Response)	onsible Person) called <mark>47F - Persona</mark>
Child's Gender Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification Name of child's parent(s) or	Male 47F - Person 47F - Persona (Coordinator/Respondence) at 3.09 pm.	onsible Person) called <mark>47F - Persona</mark>

Page 1 of 2 Date generated: 22/02/2016



Description of incident (including time, location, circumstances, emergency services involvement, etc)	47F - Personal did not arrive at After School Care. Booking was not required or canceled. He was located with his mother, 47F - Personal at 3.29 pm. The school bell rang at 2.45 pm. 47F - Personal did not arrive at the service by 3.03 pm and 47F - Person (Coordinator/Responsible Person) called the school office to confirm he was at school. 47F - Called 47F - (Mother) at 3.09 pm and 47F - Person (Relative) at 3.10 pm to confirm if he was attending ASC and left a message. 47F - then sent a sms to both phones. At 3.13 pm 47F - rang the work number for 47F - there was no answer. At 3.15 pm 47F - called the police to report his location unknown. At 3.23 pm 47F - Personal Pr (Nominated Supervisor) called 47F - Personal Pr on both mobiles and the work number. At 3.26 pm 47F - sent a sms asking for confirmation of 47F - Per non-attendance, advising the police had been called. At 3.29 pm 47F - responded to advise that 47F - P was sick and not attending care. 47F - advised the police 47F - P had been located.
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	47F - Personal Pri explained the process to 47F - if a child was not located by 3.15 pm. 47F - asked that 47F - notify customer service or the service if 47F - Pewill not be attending care. Staff will confirm 47F - Per attendance with the 47F - on Friday given that this has occurred the past 2 Fridays.
Photos and Evidentiary Documents 19.02.2016 - Serious Incident	- 47F - Pe Serious Incident
47F - Persor	SS/ISSS IIIS/ISSI
Name(s) of educators who witnessed the incident	N/A
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)	47F - Person (Coordinator/Responsible Person) contacted the police at 3.15 pm.

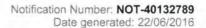
Contact Details Name Phone Number Email Address





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 <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy School Age Care
Service Approval Number	
Service Approval Status	Approved
Incident Type Child's Name	* A child was missing from the service or was not able to be accounted for. 47F - Persona
Child's Gender	Male
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	2:55pm child failed to arrive at ASC - school office contacted and school grounds searched. 3:18pm parent contacted by Coordinator. 4:00pm Police notified by Parent. 4:05pm Branch Manager and State Office contacted. 5:19pm Child located safe and well, the service was notified by the parent.
Name of child's parent(s) or guardian(s)	47F - Personal Privacy
Phone number of child's parent (s) or guardian(s)	
Date of incident	21/6/2016





Description of incident (including On Tuesday 21/06/2016 failed to turn up at 47F - Personal SAC by time, location, circumstances, 3:00pm. School grounds were searched and then the mother was emergency services notified. Police 47F - P Branch Manager and State Office were then notified. Child was located and safe after walking into his house at 5:19pm. Mum then contacted 47F - Personal SAC to notify that 47F involvement, etc) was at home. Please detail what steps were Discussion was held with the child and mother about the incident. Actions to be put in place for when 47F - returns to ASC, Educator to collect 47F - from his classroom before the bells rings.

Coordinator to organise for a Police Officer to attend the service to taken or will be taken to prevent or minimise this type of incident in the future discuss with the children around stranger danger. Photos and Evidentiary Documents Incident Report 47F - Person 21-06-7.2.1 Incident Report 47F - Persor 1622062016.pdf 47F - Personancident Tuesday 21.doc Statement 47F - Personal Name(s) of educators who 47F - Personal Privacy witnessed the incident If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

ontact Details		
Name	47F - Personal Privacy	
Phone Number		
Email Address		



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.

rovider	
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal PrivaOSHC
Service Approval Number	
Service Approval Status	Approved
Child's Name	* A child was missing from the service or was not able to be accounted for. 47F - Pers
Child's Name	47F - Pers
Child's Gender	Male
Child's Date of Birth	47F - Persol
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	3.15pm: 47f did not sign in with 47F - F 3.20pm: mum was contacted 3.33pm: contacted the school office, 47F - Pstaff and teachers begain searching the school 3.34pm: police were called 5.03pm: located by the police at 47F - Persopetrol station
Name of child's parent(s) or guardian(s)	47F - Personal
Phone number of child's parent (s) or guardian(s)	
Date of incident	21/7/2016
Description of incident (including time, location, circumstances, emergency services involvement, etc)	File note is attached: 3.15pm I finished signing all the ASC children in on the roll 47F - Pe did not turn up to ASC. I asked the children if anyone had seen him. Two of our 47F - I team

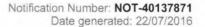
leaders said he had gone to the skateboard park.



emergency services involvement, etc)

- 3.20pm I phone 47F mum 47F Per to tell her he had not turned up. She did not answer her mobile.
- 3.22pm I phoned the school office to ask if they could call over the loud speaker for 47F Pel to come straight to 47F F
- 3.25pm Phoned mum again no answer.
- 3.25pm Phoned 47F Personareturned my call. Explained the situation and to get permission for a staff member to go over to the skateboard park and check if 47 was there.
- 3.30pm 47F F ran across to skateboard park he was not there.
- 3.30pm His mother phoned to say she had left her phone at home. I explained the situation and that we will continue to look for 47! She told me to contact her on 47F Pephone 47! brother. She was at the Dr with him. Mum explained he could be at the phone box across the road by the 47F Pers I asked 47F to run up and check he was not there.
- 3.33pm Phoned the mum again I told her that we have not been able to locate him I would now contact the police she agreed.
- 3.34pm reported to the police he was missing. The police told me to get the mum to come straight to 47F Po
- 3.36pm Phoned mum explained I had reported him missing and the police asked for her to come straight to 47F F
- 3.37pm Phoned 47F He returned my call explained I had called the police and they were on there way.
- 3.40pm Phoned the school office to let them know what was happening they called over the loud speaker and the internal speaker which then got teachers involved with the search.
- 3.42pm Organised 47F Perand 47F PStaff members to search the school grounds.
- 3.48pm Phoned 47F to update him.
- 3.55pm Police arrived explained the situation 47F Per the Deputy Principal came down to give a description of 47J and his teacher, (this would have been the second time 47F attended OSHC so we where unclear of his description...) school gave the police a photo of the missing child.
- 4.05pm School office rang on my mobile to say a child in his class had reported he was heading to 47F Per Reported this to the two police officer we were writing up the missing person report with.
- 4.10pm Mum phoned to say she had a call on her phone and a message that he was at 47F Personal Privacy

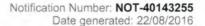
 The police phoned EB games he had moved on from there. They asked the shop attendant if he came back to call the police. The police headed to 47F Per mall.
- 4.30pm I phone 47F AC to report to update the situation.
- 4.48pm Mum phoned to say that he had now contacted her from 47F Personal Privacy
- I asked where she was she was still coming back from her appointment. She asked me to contact the police to report where he was, she was





heading straight to 47F - Person 4.50pm I phoned the police and reported where he phoned his mum from. 4.52pm reported to 47F-AC the update of where he was. 5.03pm Phoned mum to see if he had been located and she informed me the police had found him. 5.06pm Phoned 47F to report 47F was all safe and well. 5.30pm 47 and Mum arrived at Service to apologise Please detail what steps were All children will be spoken to regarding the importance of coming taken or will be taken to prevent straight to 47F - Ffrom their classroom. or minimise this type of incident in the future Photos and Evidentiary Documents 47F - Pers 10716.doc File note Name(s) of educators who No one witnessed the incident as 47 did not attend 47F - Porior to witnessed the incident leaving the school grounds If relevant, name and contact police service details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

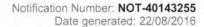
Contact Details Name 47F - Personal Privacy Phone Number Email Address





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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider 47F - Personal Privacy Provider Name Provider Number Provider Approval Status Approved Service Service Legal Entity Name 47F - Persona School Age Care Service Trading Name Service Approval Number Service Approval Status Approved * A child was missing from the service or was not able to be accounted Incident Type 47F - Personal I Child's Name Child's Gender Male 47F - Persoi Child's Date of Birth Please detail what steps were Parent was contacted at 8:05am to let her know about the incident. taken to ensure parents were notified as soon as practicable, including time, date and nature of notification 47F - Personal P Name of child's parent(s) or guardian(s) Phone number of child's parent (s) or guardian(s) Date of incident 19/8/2016 Description of incident (including Before getting onto the 47F - Pbus to go to school, 47F - Phad an altercation with another child which put him in a bad mood. After roll call the children walked out to hop on the bus. 47F - I refused to hop on the bus and took off. This was approximately 7:50am, an educator followed time, location, circumstances, emergency services involvement, etc) 47F - P Area Manager was contacted. Area Manager had just arrived and went looking for him in the car. The Educator lost sight of the child and was not able to be located. Police were contacted and the child was located at school.





Please detail what steps were Incorporate strategies as a team to cope with a child/children when angry. Encourage children to talk about their feelings. taken or will be taken to prevent or minimise this type of incident in the future Photos and Evidentiary Documents 7.2.1 47F - Personal 7.2.1 Incident Report pdf 47F - Personal Priva Name(s) of educators who witnessed the incident If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details Name Phone Number Email Address 47F - Personal Privacy



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ification of Serio	us Incident Details
ovider	
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy OSHC
Service Approval Number	
Service Approval Status	Approved
ident	
Incident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Persor
Child's Gender	Male
Child's Date of Birth	47F - Person
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Personal Pri (Coordinator/Responsible Person) called 47F - Pers (Mother) at 2.58 cm and left a voicemail. Further calls were made to 47F up until 47F - was located.
Name of child's parent(s) or guardian(s)	47F - Personal Pr
Phone number of child's parent (s) or guardian(s)	

Date of incident

20/11/2015



Description of incident (including time, location, circumstances, emergency services involvement, etc)	The school bell rang at 2.45 pm. 47F - Perso did not arrive at after school care as expected. At 2.55 pm 47F - Personal Pr (Coordinator/Responsible person) contacted his class teacher who advised 47F - I was at school. 47F - Persocalled 47F - Per
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	Please see attached.
Photos and Evidentiary Documents	
20.11.15 47F - Personal Private School.pdf	Documents
Name(s) of educators who witnessed the incident	N/A
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)	47F - Personal Pri called the police at 3.08 pm to report that 47F - Pe location was unknown.

Contact Details		
Name	47F - Personal Privacy	
Phone Number		
Email Address		



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Notification of Seri	ous Incident Details	
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

Service		
Service Legal Entity Name		
Service Trading Name	47F - Personal Priva Outside School Hours Care	
Service Approval Number		
Service Approval Status	Approved	

lent	
ncident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Priv
Child's Gender	Female
Child's Date of Birth	47F - Persona
Please detail what steps were aken to ensure parents were notified as soon as practicable, ncluding time, date and nature of notification	On the 23/12/15 the parent was called using the service mobile at 11.24am as the landline was being used to call the Police.
Name of child's parent(s) or guardian(s)	47F - Personal
Phone number of child's parent (s) or guardian(s)	
Date of incident	23/12/2015
Description of incident (including ime, location, circumstances, emergency services nvolvement, etc)	A group of children were playing handball when 47F - Persbecame upset during the game. She ran off from the undercover area around 11.15am. The staff member supervising the game used the walkie talkie to inform another staff person who then tried to locate the child. When unable to locate the child the service called the police.



Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

A discussion was had with the child about where she can run to when she is upset and needs to calm down.

Photos and Evidentiary Documents

Documents to be submitted later.

File Note Child Incident 23 12 15 47F - Persodoc

File note of incident

47F - Personal Priva 23 12 15.pdf

File note of incident

Name(s) of educators who witnessed the incident

47F - Personal Privacy

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Police officers details not taken down however the 47F - Police station as contacted.

Contact Details

Name

47F - Personal Privacy

Phone Number

Email Address



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Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	
Service Trading Name	47F - Personal F Outside School Hours Care
Service Approval Number	
Service Approval Status	Approved
Incident Type	* A child was missing from the service or was not able to be accounted
	for. 47F - Personal Priv
Child's Name	
Child's Gender	Male
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Pmother 47F - was notified via phone as soon as 47F - was back in the room. 47F - was phoned at 4.25pm on Thursday 23.07.15. 47F - Per the service coordinator explained how 47F - had run away from the service. 47F - P mother was worried about the how the staff were after what she called a traumatic experience for them.
Name of child's parent(s) or	47F - Personal Privacy
guardian(s)	

Page 1 of 2 Date generated: 24/07/2015



time, location, circumstances, emergency services involvement, etc)

Description of incident (including 47F - pened the gate of the fenced playground and ran out of the play area. 47F - bpened the gate of the fenced playground and ran out of the play area. 47F an educator, immediately ran after him, closely followed by the coordinator 47F - Personal ran around the corner and disappeared. After 4 minutes of not being able to locate 47F - Personal phoned 47F the Area Coordinator who said to call the police immediately. When 47F - Pergot off the phone to 47F she heard a banging in the room she was standing outside, when she looked inside she saw 47F - pating an ice cream in the staff room. Staff were then able to get 47F back to the room where 47F - Poarents and management were notified.

Photos and Evidentiary Documents

Documents to be submitted later.

47F - Personal Privacy

Name(s) of educators who witnessed the incident

N.A

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory

Authorities, etc)

Contact Details

Name

47F - Personal Privacy

Phone Number Email Address



SI01 Notification of Serious 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 <u>Regulatory Authority</u> for assistance.

Notification of Serie	ous Incident Detai	ils	The William
Provider Name	47F - Personal Privacy		
Provider Number	11		
Provider Approval Status	Approved		

ervice	
Service Legal Entity Name	
Service Trading Name	47F - Pe Family Day Care
Service Approval Number	47F - Personal F
Service Approval Status	Approved

ncident Type	* Attendance of emergency convices at the education and sere convices
moldent Type	* Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought. * A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Pr
Child's Gender	Male
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	The parent was informed by the educator at approximately 3.30pm by phone on the 4/11/15 when the educator had realized the children were missing.
Name of child's parent(s) or guardian(s)	47F - Personal
Phone number of child's parent (s) or guardian(s)	
Date of incident	4/11/2015

Page 1 of 2 Date generated: 24/12/2015



Description of incident (including Two children involved in incident. Details of the second child are: time, location, circumstances, Name: 47F - Perso Gender: Male
DOB: 47F - Pers
Incident: The two children were left sleeping alone or with a visiting emergency services involvement, etc) uncle whilst the educator went to pick up two school children. When the educator returned to her residence 47F - Personal Privacy QLD 47F - she discovered the children were missing and called the parent who assisted the educator to find them. They were found by a neighbor who had contacted the police. The police made a report of the incident. Further details can be found within the attached report. Please detail what steps were See attached report taken or will be taken to prevent or minimise this type of incident in the future Photos and Evidentiary Documents Serious incident report 47F docx Serious incident repor 47F - P&FDC Name(s) of educators who No witnesses witnessed the incident Queensland Police Service 47F - P If relevant, name and contact Police report Number 47F - Personal Pi details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Name Phone Number Email Address 47F - Personal Privacy 47F - Personal Privacy



Date of incident

SI01 Notification of Serious Incident

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Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved
Incident Type Child's Name	* A child was missing from the service or was not able to be accounted for. 47F - Persona
Child's Gender	Female 47F - Persona
Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	It was identified that 47F was missing from the service at 4.30 pm. At 4.31 pm 47F father, 47F was contacted by the coordinator and informed she was missing from the service. 47F at this point believed that 47F vould have been collected by her mother, 47F Perso Attempts were made by the coordinator to contact 47F unsuccessfully, messages were left 4.33 pm. At 4.45 pm further unsuccessful attempts were made to contact 47F by the Regional Manager and text messages were left. 47F was contacted again and informed that a notification to the police would need to be made as 47F had not been located.
Name of child's parent(s) or guardian(s)	47F - Personal Pr
Phone number of child's parent (s) or guardian(s)	

23/3/2015



time, location, circumstances, emergency services involvement, etc)

Description of incident (including At 4.10 pm 47F was collected from Chess club and signed into the service. During a subsequent Head Count at 4.30 pm it was identified that 47F - was no longer present in the service. Following discussion with 47F - Father who believed she would have been collected by her mother and subsequent unsuccessful attempts to confirm this with the mother the police were notified of the missing child (4.47 pm). At 5.45 pm the police, after unsuccessful attempts to contact the mother via phone, attended 47F - Fresidence where 47F - was located.

Photos and Evidentiary Documents

> 47F - PePost Incident Follow Up with 47F - P 47F - Personal Privac nitial Report.docx

Follow Up with Parent

Name(s) of educators who witnessed the incident

Incident Report 47F - Personal Privacy

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

47F - Personal Privacy

Phone Number Email Address



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 <u>Regulatory Authority</u> for assistance.

tification of Serio	us Incident Details
rovider	
Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Priv Outside School Hours Care
Service Approval Number	
Service Approval Status	Approved
Incident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Priv
Child's Gender	Male
Child's Date of Birth	47F - Personal
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	The service Coordinator rung the mother by mobile roughly after 3pm in which there was no answer so a message was left. The service Coordinator 47F - and another educator listed emergency contacts on the family enrolment form between 3.20pm-4.00pm.
Name of child's parent(s) or guardian(s)	47F - Personal Pr
Phone number of child's parent (s) or quardian(s)	

Date of incident

26/4/2016





Description of incident (including time, location, circumstances, emergency services involvement, etc)

During sign in the service Coordinator noted tha 47F - Per and his sister had not arrived at the service as they were booked in. 47F - contacted the school to check their whereabouts and they confirmed both were at school. 47F - contacted the mother but had to leave a message. He and 47F - both proceeded to contact all listed emergency contacts roughly between 3.20-4.00pm. After getting no strong leads with where the children's whereabouts where 47F contacted the Police as well as his Area Coordinator at 4pm. The police arrived at the service at 5pm and documented all details of the missing children and staff members. The service was contacted by the mother and she spoke with 47F - to let her know that she had her two children all along and that they were at swimming.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future An email will be sent out from the service to all families addressing the importance of cancelling bookings/notifying staff with the relevant policy attached. Further to this, the service will ensure their monthly bulletin will address the cancellation policy and the process that needs to take place

Photos and Evidentiary Documents Documents to be submitted later.

Name(s) of educators who witnessed the incident 47F - Personal Pri

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc) Was not documented at the time. However the service should be able to follow up with Police Link for these details.

Name Phone Number Email Address 47F - Personal Privacy



ider	land the second second	
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
rvice	2 2 2 2 2 2 2	
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	OSHC
Service Approval Number		
Service Approval Status	Approved	
Incident Type	* A child was missing from the	e service or was not able to be accounted
Incident Type	* A child was missing from the for.	e service or was not able to be accounted
Child's Name	47F - Personal Privacy	
Child's Gender	Female	
Child's Date of Birth	47F - Person	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Pers (Coordinator/Response at 3.20 pm.	onsible Person) called 47F - Perso (Mother)
Name of child's parent(s) or guardian(s)	47F - Personal F	
Phone number of child's parent (s) or guardian(s)		
Date of incident	27/1/2016	



Description of incident (including time, location, circumstances, emergency services involvement, etc)

The school bell rang at 3 pm. 47F - Personal Privadid not arrive at the service. At 3.10 47F - Per (Coordinator/Responsible Person) called the school office to confirm she was at school. 47F called 47F - Person (Mother) at 3.20 pm to confirm if she was attending ASC and left a voice mail for her to call the service. At 3.35 pm 47F -called the police to report her location unknown.

At 5.36 pm the service was notified by the police that 47F was located with her parents and was not attending the service for the After School Care session.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Staff are continuing to ask parents to cancel bookings or advise the service if their child is not attending care.

Next newsletter will include expectations for parents to cancel bookings as well as details on the steps the staff take should a child not arrive for ASC.

Photos and Evidentiary Documents

28.01.2016 - Serious Incident - 47F 47F - Personal Podf

Serious Incident Notification

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc.)

47F - Pers (Coordinator/Responsible Person) contacted the police at 3.35 pm.

Contact Details

Name

Phone Number

Email Address

47F - Personal Privacy

N/A



Provider Name	47F - Personal Privacy
Provider Number	
Provider Approval Status	Approved
rvice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy Outside School Hours Care
Service Approval Number	
Service Approval Status	Approved
Incident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	tor. 47F - Personal
Child's Gender	Male
Child's Date of Birth	47F - Persor
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Parents of the child were phoned approximately two minutes after 47F - P had ran out of the service and couldn't be accounted for. The primary contact was not able to be contacted so we continued down all of the families emergency contact list. The Coordinator than made contact with his mother after 47F - P returned to the service
Name of child's parent(s) or guardian(s)	47F - Personal Pi
Phone number of child's parent (s) or guardian(s)	
Date of incident	26/9/2016



time, location, circumstances, emergency services involvement, etc)

Description of incident (including During morning tea, 47F - P had an altercation with his brother. 47F - P tipped out his brother food which had upsetted his brother. When 47F - Pewas spoken to about his choice 47F - Pegave his brother the tinger, called him a name and physical hurt him. 47F - Pe than ran out of the room. The Coordinator had followed but was unbale to see which direction he ran in. The service then went into lock down whilst two other staff members joined the Coordinator in search of 47F - Personal P has been know in the past to run, however has never left licenced areas. At this point 47F - the staff member which the children in lock down phoned 47F - P management and was instructed to contact the police as he was unaccounted for.

47F - had then spotted 47F - Pout of our licenced area (He was unaccounted for approx. 4-5 minutes) When 47F - approached 47F - Per he had ran off. The Coordinator was in sight of 47F - had caught up with 47F - Pl and they both made their way back to the service room. The policed were phone and cancelled the call out. Contact was then made with mum and she spoke to 47F - Pe on the phone.

AC was phone at 10:08 when child was unaccounted phone, child was found at 10:12am, child was back in licenced areas by 10:23am.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

An action plan will be in placed for 47F - P in regards to what steps to take when 47F - P choices have escalated and is unable to self regulate. This will involve conversation with 47F - P on where he believes is a safe place for him to run to if he is upset within licenced areas. All staff will be consulted and made aware of his plan. His family will also be involved in this process.

Photos and Evidentiary Documents

Documents to be submitted later.

Name(s) of educators who witnessed the incident

47F - Personal Privacy

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

The police were phone, however once 47F - Pewas accounted for, the service cancelled the call.

Contact Details

Phone Number Email Address

47F - Personal Privacy



Notification of Serie	ous Incident Details	
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

ervice			2000
Service Legal Entity Name			
Service Trading Name	47F - Personal Privacy		
Service Approval Number			
Service Approval Status	Approved	_	
or vioo vipprovar oracao	7.101000		

ncident Type	* A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Pi
Child's Gender	Female
Child's Date of Birth	47F - Persona
Please detail what steps were aken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Parents contacted at 3.09pm by phone - Coordinator spoke to Father after leaving a message with mother 47F - Personal Privacy
Name of child's parent(s) or guardian(s)	471 - 1 disorial invady
Phone number of child's parent s) or guardian(s)	
Date of incident	23/3/2016



Description of incident (including time, location, circumstances, emergency services involvement, etc)

47F - Per had a booking for ASC but was not at the Year 47 collection point. Staff contacted 47F - and 47F - at 3.09pm when they could not locate 47F - Per on the school grounds. They informed staff that she should have been at ASC. Father confirmed that her Grandparents hadn't picked her up so OSHC staff called the Police. 47F - Persor grandmother arrived to help with the search. 47F - Persor Grandfather called the service at 3.28pm to say she was at home with him, she had walked home. The Police were notified that she had been found at 3.30pm. The Coordinator spoke with both parents to follow up from the incident

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

As the School staff meeting occurs weekly and it is possible that the Year 4 children are not escorted to the agreed meeting place, OSHC staff with collect Year 4 children from their class room

Photos and Evidentiary Documents

SI01 Incident Reflection Tool 47F - Personal 47F - 24 03 2016.pdf

Personal Incident Reflection Tool

Si01 Incident report and follow up 4
47F - Person 24 03 2016.pdf

Incident Report

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details

Name

47F - Personal Privacy

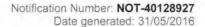
- Person

Phone Number Email Address

Page 2 of 2



Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
ervice		- W
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	Outside School Hours Care
Service Approval Number		
Service Approval Status	Approved	
Incident Type Child's Name	* A child was missing from for. 47F - Personal Priva	the service or was not able to be accounted
Child's Gender	Male	
Child's Date of Birth	47F - Perso	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	mother was contacted 31/4:18pm - busy signal 4:20pm - busy signal 4:22pm - busy signal 4:24 - busy signal 4:26 - busy signal 4:28 - busy signal	05/2016
Name of child's parent(s) or guardian(s)	47F - Personal Privacy	
Phone number of child's parent (s) or guardian(s)		
Date of incident	31/5/2016	





Description of incident (including time, location, circumstances, 3:50 47F - Per was playing with another child, when the other child wanted to go down to the oval. emergency services 3:55 - staff member radio that the child was going down to the oval, walked him to the door and watched him go down the steps, when he involvement, etc) came back into the classroom he noted that 47F - Pewas missing. 4:00pm 47F - Pe was missing from the classroom, we then radio down to the staff on the oval to see if he had headed down there, and 3 staff members went to look for him. 4:15 contacted police 000 4:30 staff found him, with Police Officer. He had been with the police officer for about 10minutes Please detail what steps were staff meeting to ensure supervision quality standards are met. organise meeting with parents and school to ensure minimisation taken or will be taken to prevent or minimise this type of incident strategies are put in place. in the future Photos and Evidentiary Documents Image310516081450.pdf OSHC Incident report Form 47F - Personal Name(s) of educators who witnessed the incident If relevant, name and contact Police Officer - 47F - Personal Branch - name of officer unknown details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details Name Phone Number Email Address A7F - Personal Privacy



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 <u>Regulatory Authority</u> for assistance.

Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
vice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy Kindergarten	
Service Approval Number		
Service Approval Status	Approved	
Incident Type	* A child was missing from the service or was not able to be accounted	
	for. 47F - Personal Privacy	
Child's Name		
Child's Gender	Male	
Child's Date of Birth	47F - Persona	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	12.45-1pm parents called to notify them that their child was missing.	
Name of child's parent(s) or guardian(s)	47F - Personal Priva	
Phone number of child's parent (s) or guardian(s)		

Page 1 of 2 Date generated: 09/03/2015

Date generated: 09/03/2015



If relevant, name and contact

details for emergency service personnel who attended the

Authorities, etc)

incident (i.e. Department of Child Safety, Police, other Regulatory

Description of incident (including At 12.30pm educators were cleaning up outside when they noticed that time, location, circumstances, two children 47F - Personal Privatand 47F - Personal (please see other SI01 for 47F - Personal F were missing. Staff searched playground and inside and children were not found. emergency services involvement, etc) Parents were called and notified. 1.20pm Police were called and notified (000), 47F - Personal Priva mother) and a 47F - Personal Privacy Great Aunty) searched home and local parks and surrounding area by root but did not find them. 1.20pm Educators called BOC 47F - Personal Priv for support
1.25-2pm Received called from 000 services to say children were found at the local Woolworths supermarket at 12.40pm but no police had been available to pick them up. 2pm called central office and advised to fill out an Sl01 2.30pm 47F - Personal Privac returned to the kindergarten 2.45pm 47F - Personal Privacy returned to the kindergarten.
6pm OECEC 47F - Personal was notified via phone (message left) and emailed a 47F - Personal poecec@dete.qld.gov.au Called 13QGOV and spoke to 47F - Personal Privac Photos and Evidentiary Documents signed incident report.pdf Incident report 47F - Person Name(s) of educators who (Co-director) witnessed the incident (Educator) *Did not witness the children leave

Contact Details Name Phone Number Email Address 47F - Personal Privacy

000 called and requested the police. Gave names, descriptions and account of what had happened. Police officer 47F - attended. Children

found at the local Woolworths at 12.40pm (approximately 800 metres away from the centre). No police available to collect children until

1.25pm



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 <u>Regulatory Authority</u> for assistance.

Notification of Serio	us Incident Details	
Provider		
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
Service		NAME OF TAXABLE PARTY.
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	oshc
Service Approval Number		
Service Approval Status	Approved	
Incident		
Incident Type	* A child was missing from the set for.	ervice or was not able to be accounted
Child's Name	47F - Personal I	
Child's Gender	Male	
Child's Date of Birth	47F - Personal	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	47F - Personal Coordinator/Respons (Mother) at 3.09 pm.	ible Person) called 47F - Person
Name of child's parent(s) or guardian(s)	47F - Personal I	
Phone number of child's parent (s) or guardian(s)		
Date of incident	12/2/2016	

Page 1 of 2 Date generated: 15/02/2016



	The school bell rang at 2.45 pm. 47F - Personal did not arrive at the service by 3pm. At 3.00 47F - Pers (Coordinator/Responsible Person) called the school office to confirm he was at school. 47F - called 47F - 47F - P(Mother) at 3.09 pm and 47F - Person (Relative) at 3.10 pm to confirm if he was attending ASC and left a message, however the voice-mail message indicated they were overseas. At 3.16 pm 47F - called the police to report his location unknown. 47F - Per notified 47F - 47F - Person (Nominated Supervisor) who advised 47F - to seek further information from the school. No further information was found. At 5.50 pm police had not made contact with the service. 47F - Person (Nominated Supervisor) sent a text message to 47F - and 47F - Person (Nominated Supervisor) sent a text message to 47F - and 47F - Person (Nominated Supervisor) sent a text message to 47F - and 47F - Person (Somminated Supervisor) sent a text message to 47F - and 47F - Person (Somminated Supervisor) sent a text message to 47F - Phad been collected from school. Between 3.10 and 3.16 pm 47F - made phone calls to other parents to confirm non-attenance. All other children were located.
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	Staff are continuing to ask parents to cancel bookings or advise the service if their child is not attending care.
Photos and Evidentiary Documents	
12.02.2016 - Serious Incident	- 47F - Pers Serious Incident
Name(s) of educators who witnessed the incident	N/A
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)	47F - Pers (Coordinator/Responsible Person) contacted the police at 3.16 pm.

Contact Details Name Phone Number Email Address 47F - Personal Privacy

Page 2 of 2 Date generated: 15/02/2016



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 <u>Regulatory Authority</u> for assistance.

otification of Serio	35 moracin Details	
Provider		
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
Service		
Service Legal Entity Name	\$	
Service Trading Name	47F - Personal Privacy	OSHC
Service Approval Number		
Service Approval Status	Approved	
Incident Type Child's Name	* A child was missing from the service of for. 47F - Perso	or was not able to be accounted
ncident		
	for.	
Child's Gender	Male 47F - Personal F	
Child's Date of Birth		
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	pm.	sible Person) called 47F - Person iple times between 2.55 and 4.05
Name of child's parent(s) or guardian(s)	47F - Personal	
Phone number of child's parent (s) or guardian(s)		
Date of incident	17/8/2015	
Description of incident (including time, location, circumstances, emergency services involvement, etc)	At 2.45 pm the school bell rang. At 2.55 47F had not arrived for ASC 47F - Perso Person called both parents. At 2.58 pm school. Educators searched the school emergency contacts listed and the pare pm 47F - Perso called the police. At 4.05 service that 47F had been located at h	sonal PriCoordinator/ Responsible she checked attendance at I grounds. 47F - Persocalled ents again at 3.05 pm. At 3.15 pm the police notified the

Page 1 of 2 Date generated: 18/08/2015



Photos and Evidentiary Documents		
17.08.15 Serious Incident 47	F - Perscodf	Documents
Name(s) of educators who witnessed the incident	N/A	_
If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)	47F - Personal F	called the police at 3.15 pm.

Contact Details		
Name	47F - Personal Privacy	
Phone Number		
Email Address		

Page 2 of 2 Date generated: 18/08/2015

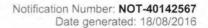




Notification of Serie Provider	ous Incident Details	
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	

ervice	
Service Legal Entity Name	
Service Trading Name	47F - Personal Privacy
Service Approval Number	
Service Approval Status	Approved

lent	
Incident Type	* Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought. * A child was missing from the service or was not able to be accounted for.
Child's Name	47F - Personal Privac
Child's Gender	Female
Child's Date of Birth	47F - Persona
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	PSM attempted to contact main care giver (grandparent) several times by phone. PSM did contact Uncle, Uncle attempted to call grandparent without success. Police were called, in the meantime, uncle drove to grandparents house and confirmed 47F - Persowas with her. Police also went to grandparents home and confirmed 47F - Persowas there.
Name of child's parent(s) or guardian(s)	47F - Personal Priva
Phone number of child's parent (s) or guardian(s)	
Date of incident	17/8/2016





time, location, circumstances, emergency services involvement, etc)

Description of incident (including 47F - Persowas booked to attend care, she never arrived at the service. PSM made several attempts to contact main care giver (grandparent) several times by phone. PSM did contact Uncle, Uncle attempted to call grandparent without success. Police were called, in the meantime, uncle drove to grandparents house and confirmed 47F - Pers was with grandparent 47F - Per Police also went to grandparents home and confirmed 47F - Persd was there.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

Reminder to all care givers to advise PSM if they need to cancel care.

Photos and Evidentiary Documents

16-08-17 47F - Personal Priva

3pm.pdf Incident

Name(s) of educators who witnessed the incident

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

PSM 47F - Personal

Contact Details

Name

Phone Number

Email Address

47F - Personal Privac



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 <u>Regulatory Authority</u> for assistance.

Notification of Serious Incident Details Provider 47F - Personal Privacy Provider Name Provider Number Provider Approval Status Approved Service Service Legal Entity Name 47F - Personal Priv Outside School Hours Care Service Trading Name Service Approval Number Service Approval Status Approved Incident * A child was missing from the service or was not able to be accounted Incident Type for. 47F - Personal Child's Name Child's Gender Female 47F - Persona Child's Date of Birth Please detail what steps were The service Coordinator rung the mother by mobile roughly after 3pm in which there was no answer so a message was left. The service taken to ensure parents were Coordinator 47F - and another educator 47F - Pat the service rung all notified as soon as practicable, listed emergency contacts on the family enrolment form between including time, date and nature 3.20pm-4.00pm. of notification 47F - Personal F Name of child's parent(s) or guardian(s) Phone number of child's parent (s) or guardian(s)

Date of incident

26/4/2016



time, location, circumstances, emergency services involvement, etc)

Description of incident (including During sign in the service Coordinator noted that 47F - and her brother 47F - Per had not arrived at the service as they were booked in. 47F contacted the school to check their whereabouts and they confirmed both were at school 47F - contacted the mother but had to leave a message. He and 47F - both proceeded to contact all listed emergency contacts roughly between 3.20-4.00pm. After getting no strong leads with where the children's whereabouts where 47F contacted the Police as well as his Area Coordinator at 4pm. The police arrived at the service at 5pm and documented all details of the missing children and staff members. The service was contacted by the mother and she spoke with 47F - Ito let her know that she had her two children all along and that they were at swimming.

Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

An email will be sent out from the service to all families addressing the importance of cancelling bookings/notifying staff with the relevant policy attached. Further to this, the service will ensure their monthly bulletin will address the cancellation policy and the process that needs to take place.

Photos and Evidentiary **Documents**

Documents to be submitted later.

Name(s) of educators who witnessed the incident

47F - Personal Priv

If relevant, name and contact details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Was not documented at the time. However the service should be able to follow up with Police Link for these details.

Contact Details

47F - Personal Privacy Phone Number Email Address



Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
vice		T. O. S. O. S. O. S.
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	OSHC
Service Approval Number		
Service Approval Status	Approved	
Incident Type Child's Name	* A child was missing from the set for. 47F - Personal Privacy	rvice or was not able to be accounted
Child's Gender	Male	
Child's Gender Child's Date of Birth	Male 47F - Pers	
	(Coordinator/Responsib (Mother) at 3.25 pm.	ole Person) called <mark>47F - Personal Privac</mark>
Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature	47F - Pers (Coordinator/Responsib	ole Person) called <mark>47F - Personal Privac</mark>
Child's Date of Birth Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification Name of child's parent(s) or	(Coordinator/Responsib (Mother) at 3.25 pm.	ole Person) called <mark>47F - Personal Privac</mark>



Description of incident (including The school bell rang at 3 pm. 47F - Personal Prive did not arrive at the service. At 3.10 47F - Pers (Coordinator/Responsible Person) called the time, location, circumstances, school office to confirm he was at school. 47F - called 47F - Persol 47F - Per (Mother) at 3.25 pm to confirm if he was attending ASC and left emergency services involvement, etc) a voice mail for her to call the service. At 3.35 pm 47F called the police to report his location unknown. At 4.21 pm the service was notified by 47F - Personal Privac was not attending the service for the After School Care session. 47F - Personotified the police that 47F had been located. Staff are continuing to ask parents to cancel bookings or advise the Please detail what steps were service if their child is not attending care. taken or will be taken to prevent or minimise this type of incident Next newsletter will include expectations for parents to cancel bookings as well as details on the steps the staff take should a child not arrive for in the future ASC. Photos and Evidentiary Documents 47F - Personal Serious Incident Notification 28.01.2016 - Serious Incident 47F - Peodf Name(s) of educators who N/A witnessed the incident If relevant, name and contact (Coordinator/Responsible Person) contacted the police at 3.35 pm. details for emergency service personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Name Phone Number Email Address



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 <u>Regulatory Authority</u> for assistance.

ovider		
Provider Name	47F - Personal Privacy	
Provider Number		
Provider Approval Status	Approved	
ervice		
Service Legal Entity Name		
Service Trading Name	47F - Personal Privacy	OSHC
Service Approval Number		
Service Approval Status	Approved	
Incident Type	* A child was missing from the for.	service or was not able to be accounted
Child's Name	for. 47F - Personal Priv	
Child's Gender	Male	
Child's Date of Birth	28/12/2007	
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	(Mother) at 3.25 pm.	sible Person) called 47F - Personal Pri
Name of child's parent(s) or guardian(s)	47F - Personal Pi	
Phone number of child's parent (s) or guardian(s)		
Date of incident	27/1/2016	

Page 1 of 2 Date generated: 28/01/2016



Description of incident (including The school bell rang at 3 pm. 47F - Personal Fdid not arrive at the service. At 3.10 47F - Per (Coordinator/Responsible Person) called the time, location, circumstances, school office to confirm he was at school. 47F -called 47F - Personal F emergency services involvement, etc) (Mother) at 3.25 pm to confirm if he was attending ASC and left a voice mail for her to call the service. At 3.35 pm 47F called the police to report his location unknown. At 4.27 pm the service was notified by 47F - that 47F - was not attending the service for the After School Care session.

47F - Pers notified the police that 47F - had been located. Please detail what steps were Staff are continuing to ask parents to cancel bookings or advise the service if their child is not attending care. taken or will be taken to prevent or minimise this type of incident Next newsletter will include expectations for parents to cancel bookings in the future as well as details on the steps the staff take should a child not arrive for ASC. Photos and Evidentiary Documents 28.01.2016 - Serious Incident 47F - Pe Serious Incident Notification Name(s) of educators who N/A witnessed the incident If relevant, name and contact (Coordinator/Responsible Person) contacted the police at details for emergency service 3.35 pm. personnel who attended the incident (i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

Contact Details		
Name	47F - Personal Privacy	
Phone Number		
Email Address		