



# **Residual Early Childhood Services**

# **NOTIFICATION FORM**

☐ Notification of <b>serious incident</b> [N	ational Law s174(2)(a)]		
	that the safety, health or wellbeing of a child or children was or child or children is or are being educated and cared for by the al Law s174(2)(b)]		
under the Education and Care Services Na	st ensure you are familiar with the requirements and obligations set out ational Law (South Australia) as it applies to residual early childhood bood Services (Registration and Standards) Regulations 2011.		
If you require further information or are unsure about the information required in this notification, it is important that you visit the website <a href="http://www.eecsrsb.sa.gov.au/">http://www.eecsrsb.sa.gov.au/</a> or contact the Education and Early Childhood Services Registration and Standards Board for clarification.			
You must ensure that the information you provide in this form is complete and correct. The provision of false or misleading information to the regulatory authority is an offence under the National Law.			
Part A: Information			
Approved provider name:			
Approved provider number:			
Service trading name:			
Service approval number:			

Postal address:			
rostai audiess.	Address line1:		
	Address line 2:		
	Suburb/town:		
	State/territory:	Postcoo	de:
Name and contact	ct details		
Title:			
First name:			
Last name:			
Position:			
Mobile number:			
Phone number:			
Email:			
Postal address:			
	Address line1:		
	Address line 2:		
	Suburb/town:		
	,		
	State/territory:	Postcode:	

# Part B: Service Type ☐ In-Home Care ☐ Occasional Care ☐ Mobile Care ☐ Individual Family Day Care (not part of a scheme) Part C: Notification Type □ Notification of **serious incident** at the education and care service (National Law s174(2)(a)) ☐ Notification of **complaint** alleging that the safety, health or wellbeing of a child or children was or is being compromised while that child or children is or are being educated and care for by the education and care service (National Law s1742(b)) **Note:** The Macquarie Dictionary defines 'serious' as being something of grave aspect and critical, giving cause for apprehension and it defines 'incident' as an occurrence or event, or something occurring in connection with something else. A **serious incident** is likely to include, for example: any occurrence involving serious injury, illness, or trauma to a child while being cared for at the education and

- care service
- any occurrence involving a child where emergency services were sought
- any occurrence where emergency medical attention was sought or that required a child to attend hospital
- any circumstances where a child in care being cared for cannot be accounted for
- the death of a child while being cared for, or following an incident while being cared for by an education and care service.

## Part D: Notification Detail

**Note:** An approved provider must notify the regulatory authority of any serious incident or complaint relating to an approved early childhood education and care service they are operating and advise of any action taken. Providing sufficient reasons and attaching evidence will help ensure your notification is effectively acted upon.

Is the <b>serious incident</b> the result of any occurrence involving serious injury, illness, or trauma to a child while being cared for at the education and care service as per s174(2)(a) of the National Law, such as:
$\square$ Any occurrence involving a child where emergency services were sought
☐ Any occurrence where emergency medical attention was sought or that required a child to attend hospital
$\hfill\square$ Any circumstances where a child in care being cared for cannot be accounted for
☐ The death of a child while being cared for, or following an incident while being cared for by the education and care service
<ul> <li>Information you should have with you when making a notification:</li> <li>Date of incident</li> <li>Name of child/children to whom incident relates (if relevant)</li> <li>Detailed description of the incident including cause/nature of risk, etc</li> <li>Detailed description of impact on the operation of the service and, if applicable, the dates and times closed and reduced numbers of children attending the service</li> <li>Involvement of emergency services or other authorities (if relevant)</li> <li>Action taken by approved provider to manage the risk</li> <li>Any other relevant information</li> </ul>
Please specify the details of your <u>serious incident</u> notification
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Please specify the details of your serious incident notification

$\square$ the safety, health or wellbeing of a child was or is being compromised
☐ the Law has been contravened
nformation you should have with you when making a notification:  Date complaint received  Complainant's name and contact details  Name of child/children to whom complaint relates (if relevant)  Copy of written complaint (or written summary) and any other relevant documentation (including correspondence, photographs, statements, etc.)  Action taken by approved provider in response to the complaint  Any other relevant information  Please specify the details of your complaint notification

Is the **complaint** alleging as per s174(2)(b) of the National Law that:

## Part E: Declaration

## Who may sign?

- Individuals: the individual applicant/notifier
- Company: two directors of the company, or a director and company secretary
- Sole Proprietor: the sole director
- Incorporated association: the public officer and one other member of the management committee
- Cooperative: two directors of the cooperative, or a direct and one other officer of the cooperative
- Partnership: a managing partner who is authorised to sign on behalf of the partnership
- Corporation: signed in a accordance with the rules of the corporation
- Government school council: signed in accordance with the rules of the council.

l,	_[insert full name of person signing the declaration]		
of	_ [insert address],		
am	[insert position/title (e.g. proprietor, director, partner, etc.)]		
and I am			
$\hfill\Box$ the approved provider of the service, or	}		
$\ \square$ a person authorised to sign on the approved prov	vider's behalf. } *Note: please tick one box only		
<ol> <li>I understand that the regulatory authority has the the contents of this form, including its attachment.</li> <li>I have read and understood an approved provided Services National Law (South Australia) as it apples.</li> <li>The regulatory authority is authorised to verify a Some of the information provided in this form median.</li> </ol>	ions and the associated material contained in this form he right (but is not obliged) to act in reliance upon ints er's legal obligations under the Education and Care lies to residual early childhood services any information provided in this form hay be disclosed to the Australian Government for may be disclosed to other persons/authorities where lational Law or other legislation, and		
Signature of person making the declaration:			
Signed at:	[address] on the [date]		

Please submit this form along with any required documentation to the regulatory authority

Education and Early Childhood Services Registration and Standards Board of South Australia GPO Box 1811, ADELAIDE SA 5001

#### **Enquiries to:**

Email: <a href="mailto:nationalqualityframework@sa.gov.au">nationalqualityframework@sa.gov.au</a>
Phone: 1800 882 413 (toll free) / Fax: (08) 8226 1815

Website: www.eecsrsb.sa.gov.au