

[REDACTED]  
Person with Management or Control  
ACT Education Directorate  
RE: Monash Primary School - Preschool Unit

Email: [REDACTED]

Dear Mr [REDACTED]

**Decision to issue Administrative Action RE: NOT-00090933**

1. As you may be aware, Authorised Officers of the ACT Regulatory Authority (the Authority), also known as Children's Education and Care Assurance, recently assessed a Notification of Incident (NOT-00090933) relating to Monash Primary School - Preschool Unit SE-00011212 (the Service) operated by ACT Education Directorate PR-00006465 (the Provider).
2. The notification of incident advised that on 8 November 2024, a child wandered from the group during an excursion for between 10 to 30 minutes.
3. The Authority is satisfied that the Provider did not comply with the provisions of the *Education and Care Services National Law Act (ACT)* (the *Law*) in this instance. Web addresses to the *Law* and the associated *Regulations* are provided for your convenience at the end of this Decision.

**Facts**

4. On 13 November 2024, a notification of incident (NOT-00090933) was submitted to the Authority by the Provider advising that on 8 November 2024, [REDACTED] (4 yrs old) left the group during an excursion, unnoticed by Educators, until the group was due to transition from the activity being conducted.
5. Additional information submitted with NOT-00090933 included the following:
  - Incident report.
6. Please note, documents referred to in paragraphs 4 and 5 are not included. These documents can be provided upon request.
7. NOT-00090933 further advised that steps taken by the Provider to prevent or minimise a similar incident included:
  - An absconding plan has been developed for [REDACTED]
  - The school will continue to ensure that where necessary, raised ratios are enacted for excursions where children may require additional support.
  - While the school does not have any additional excursions planned for the remainder of 2024, they plan to invite parents to attend future excursions in addition to raised ratios.

## Law

8. The Notification engaged the following provisions of the *Law*:

### **Section 165(1) of the Law - Offence to inadequately supervise children**

The approved provider of an education and care service must ensure that all children being educated and cared for by the service are adequately supervised at all times that the children are in the care of that service.

Penalty: \$11 400, in the case of an individual  
\$57 400, in any other case.

### **Section 167(1) of the Law - Offence relating to protection of children from harm and hazards**

The approved provider of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and care for by the service from harm and from any hazard likely to cause injury.

Penalty: \$11 400, in the case of an individual  
\$57 400, in any other case.

### **Section 174(2) of the Law - Offence to fail to notify certain information to Regulatory Authority**

An approved provider must notify the Regulatory Authority of the following information in relation to an approved education and care service operated by the approved provider -

- (a) any serious incident at the approved education and care service;
- (b) any complaints alleging;
  - (i) that a serious incident has occurred or is occurring while a child was or is being educated and cared for by the approved education and care service; or
  - (ii) that this Law has been contravened;
- (c) information in respect of any other prescribed matters.

Penalty: \$4 500, in the case of an individual  
\$22 900, in any other case.

## Decision

9. The Authority has considered all the information supplied by the Provider and is satisfied that there is sufficient evidence to substantiate an offence under section 165(1), 167(1) and 174 (2) of the *Law* in this instance.
10. To ensure the Provider is aware of their obligation under section 165 and 167 of the Law, can you please provide the following information:
- (a) Provide evidence of how these risks will be mitigated in the future.
  - (b) Provide evidence of how you will ensure the supervision of the children in the future.

Please ensure a response is submitted by close of business 3 February 2025.

11. In relation to section 165, 167 and 174 of the *Law*, the Authority is satisfied, on the balance of probabilities, that the Provider did not ensure that all children were adequately supervised or protected from harm at all times while in the care of the Service on 8 November 2024.
12. The *Law* outlines a range of statutory actions which may be taken by the Authority in response to non-compliance. The Authority has the flexibility to choose the most appropriate action to support you to achieve compliance and improve outcomes for children.
13. Considering the evidence, the objectives and guiding principles of the *Law*, the compliance history of the Service, and the advised of steps taken by the Provider to mitigate risk of a similar occurrence, the Authority has decided to issue this administrative action rather than statutory compliance actions to address the non-compliance.
14. This decision services to remind the Provider of their obligations and responsibilities under the *Law*, and to ensure that staffing and supervisory processes and educator practice is monitored regularly to ensure ongoing compliance with the *Law* and encourage continual improvements for outcomes for children.
15. This Decision will be recorded on the Service's file and may be considered in any future applications for approvals, amendments, or waivers. It may also be considered in determining the action to be taken, should further breaches of the Law or associated Regulations be found.

#### **Legislation**

16. The *Law* applies to you as a provider and any service you operate. The *Law* is applied in the ACT by the *Education and Care Services National Law (ACT) Act 2011*  
<http://www.legislation.act.gov.au/a/2011-42/default.asp> . The *Law* and *Regulations* can be viewed at: <http://www.acecqa.gov.au/national-law> , and <http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>.
17. Should you have any questions about this Decision please contact me at [vittorio.colosimo@act.gov.au](mailto:vittorio.colosimo@act.gov.au).

Yours Sincerely,



**Vittorio Colosimo**  
A/g Assistant Director Investigations  
Education and Care Regulation and Support  
Education Directorate

19 December 2024