

**Deakin Preschool – Reporting Incidents**

Under the National Law and Regulations, the approved provider must [notify the regulatory authority](https://www.acecqa.gov.au/resources/national-quality-agenda-it-system) of any:

* serious incidents
* complaints
* circumstances at the service which pose a risk to the health, safety or wellbeing of children
* any incident or allegation that physical or sexual abuse of a child or children has occurred or is occurring while the child or children are being educated and cared for by the service.

Critical and/or emergency incident – an event that causes severe impact, such as significant disruption to the school routine, an emergency management situation, or threat to the safety of students and staff.

It may be sudden or protracted, extremely dangerous, involve police or emergency services personnel,

and generally be outside the normal range of experience or expectation of the people affected.

It may involve:

* a siege/hostage situation
* terrorist activity
* natural disaster – bushfire, flood, earthquake, severe storm
* a bomb threat
* a lock down, evacuation or temporary closure
* disappearance or suspicious removal of a student
* death on campus or a at a school activity

**All critical incidents must be reported immediately to the Directorate.**

Non-critical Incident **-** An event which is unanticipated or outside the accepted social norm, but which, in the experience of the general community, would not be considered an extraordinary occurrence or situation, and which the school has strategies and procedures in place to manage with little or no external assistance. It may involve:

* accident or injury
* harassment
* bullying
* misconduct
* sexual harassment
* racism
* conflict
* theft
* brief interruption to the supply of a utility
* intruders
* first aid
* minor flooding
* minor property damage
* absenteeism.

**Any non-critical incident that deteriorates, resulting in serious injury or harm, puts the safety of students, staff or visitors at significant risk, or poses a real threat to property or the school environment, should be treated as a Critical Incident and reported immediately to the Directorate.**

Children’s Education and Care Assurance, Early Childhood Policy and Regulation, Education Directorate, ACT Government.

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<https://www.education.act.gov.au/early-childhood/information-for-businesses-and-employees?a=1186387>