

CRITICAL INCIDENT AND CRISIS MANAGEMENT POLICY

A critical incident or crisis can be considered as any situation faced by staff or students that causes them to experience unusually strong emotional reactions which may have the potential to interfere with their ability to perform at the scene of an incident or later. A critical incident or crisis can be health related, death, separation, harassment, accident etc. Crisis Management is about anticipating, planning for and managing situations that can cause harm or injury, damage to property and disruption to day to day school activity. The school has policies, procedures and guidelines in place which deal with the Prevention, Preparation, Response and Recovery of potential critical incidents and crisis situations. The Governing Council review and ratify these policies on a triennial basis or earlier if necessary on a needs basis.

Other related Policies include:

Emergency Management Plan

Child Protection Policy

Access to Students Procedure

Bullying Behaviour Policy

Child Abduction Response Plan

Code of Conduct

General Duty of Care Policy

General Occupational Health and safety Policy

Risk Management Policy

Sickness and Accident Policy

Snake Safety Plan

These policies, procedures and guidelines are available to staff and parents on the school website and staff regularly revisit these policies through 'Staff Dialogue'. Staff and students revisit some of these policies through rehearsal or drill sessions eg, evacuations, lockdowns and snake safety.

In The Event of a Critical Incident or Crisis

1. In the event of a critical incident or a crisis, a 'crisis management team' consisting of Senior Educator, Administrator, Chair of the GC (Karen Shervington 0437 414 255) and one other nominated GC member will come together to manage the critical incident or crisis. This group may seek advice from other relevant professional people eg AISWA (9441 1600), Maggie Dent, School Psychologist (Sionhan Joly 0437 194 506)
2. A secretary will be nominated within this group to document the steps and action taken.
3. Decisions will be made by this group when necessary as to:
 - What response and recovery actions need to take place
 - a) Following school policy to manage situation eg Emergency Management Plan
 - b) People receive first aid, support, counselling, debriefing
 - c) Do reports need to be written up eg accident report
 - d) Notify relevant agencies (DES, AISWA, Police, Fire Department, GC, Parent Body, other schools nearby etc) DES require the school to notify them within 48 hours of any critical and emergency school incidents, including: circumstances that pose a critical risk to the health, safety or well-being of one or more students or staff; incidents requiring school closure, lockdown, or reduction of number of students or staff attending; death, or life-threatening injury, of a student or staff member at school, or following an incident that occurred while being educated.
 - e) Relief staff will be organised where necessary.
 - f) Gather as much information as possible that might be relevant to alleviating the problem and support the person/people involved without encroaching on people's privacy.
 - g) Media reports can make responding to crises more difficult. Media statements are only to be made after seeking advice from the Director of AISWA. Parents and students may need to be advised of the Media procedure and where they stand if approached for an interview – the official comment when approached by the media is "No Comment".
 - h) Monitoring and managing the traumatic effects of crisis situations both in the short and longer terms. Access the Non Government School Psychology Service to provide support in managing the traumatic effects of the crisis situation.
 - i) What follow-up is required.
 - j) Are any changes required to existing policies, procedures or guidelines in light of what was learned through this crisis situation.

VERSION	DATE REVIEWED	DATE RATIFIED	CHANGES MADE	AUTHOR OF CHANGES
1	Nov 2012	4/12/12	none	
2	May 2014	25/6/14	Change to process	KM
3	Nov 2014	10/12/14	Minor - triennial	KM
4	Feb 2015	25/2/15	Contact phone numbers of support people added	KM
5	April 2015	27/5/15	Crisis Management added to title of policy, Crisis response group changed to crisis management team	KM
6	August 2015	9/12/2015	Added notify DES within 48 hours	KM