

CRITICAL INCIDENT MANAGEMENT POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safe Standards as specified in Ministerial Order No. 870 (2015)***

CRITICAL INCIDENTS

- A critical incident may be described as an event that causes normally stable and healthy people to experience strong emotional and psychological distress. It is an event that taxes people's coping ability and has the potential to interfere with their ability to cope at the time or later.
- A critical incident is often sudden, unexpected and may take many forms, including: injury, illness or death of a student, staff or other school community member, accident, injury, fatality, suicide, disappearance, bomb threat, act of violence, sexual assault, hold-up or attempted robbery, damage to property, natural disaster, fire or hazardous material incident (gas, chemical, fuel), threat of infectious disease, major theft.
- It is very common and normal for people to experience a range of reactions to critical incidents. They need reassurance that these things are a normal part of dealing with shock, loss and grief. The signs and symptoms can be cognitive, physical, behavioural or emotional in nature.
- It is important that the potential for such incidents to affect individuals and the school community is recognised, understood and managed. Critical incidents require immediate and planned responses.

RATIONALE

- The aim of the critical incident management guidelines, incorporating disaster/emergency plans, is to provide a framework within which The Currajong School can best operate during and immediately after a critical incident. There are a number of vital phases in dealing with critical incidents – preparation & planning, responses, defusing, debriefing and recovery.
- This policy statement should be read in conjunction with related policy documents detailed within the Emergency Management Plan. It provides the basis for the formation of detailed strategies for responding to critical incidents in a manner that will:
 - deal effectively with the immediate and longer-term health, welfare and safety of persons involved in, or affected by, a critical incident
 - provide for the effective management and running of the School's daily business in the immediate, short and longer term

- promote effective and appropriate communication to all persons affected
- promote collaborative working relationships within and outside the School as necessary
- complement the School's existing policies and procedures including First Aid and Emergency Evacuation Procedures
- Policies, procedure and guidelines will be regularly reviewed and, where appropriate, updated and modified. What follow are the broad policies and guidelines that form the basis for Critical Incident Management in conjunction with relevant safety and emergency plans.

CRITICAL INCIDENT MANAGEMENT TEAM

- There will be a CIM team with authority to co-opt other members of staff as required. The team needs to be sufficiently large to allow for the fact that some incidents will occur outside normal school hours and that not all members will be readily contactable.
- The standing team should therefore recognise that the composition of the team activated following any critical incident will vary according to the nature of the incident.
- The Principal and Assistant Principal will be responsible for the appointment of the standing team. Each member of the team will be issued with a list of members and their telephone contact numbers. This list will be revised every six months or as required in the event of staff movements.

***REFER TO THE EMERGENCY MANAGEMENT PLAN FOR PROCEDURES TO FOLLOW**

EVALUATION

The Principal and or Assistant Principal and Business Manager will update policy every three-years or sooner if required. The membership of the CIM team every six months or as staff movements, changes of circumstance or legislation dictate.

Approval date:	Approved by:	Next Review:
October 2021	School Board	October 2024



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.