



CRITICAL INCIDENT

Policy 2020

RATIONALE:-

Baden Powell College may become directly or indirectly involved in a tragic or traumatic event.

The incident may involve loss of life, serious injury or emotional disturbance. The incident may occur in the school environment or outside. It may involve staff, students or those close to them. The network of those involved in a traumatic event can be wide, especially if it directly involves the school. Feelings of grief and loss can continue over long periods of time.

Counselling should be provided for all those who need it. This may include many who do not seem to be closely connected to the event or the individuals involved. The school may be in a position to help grieving families at difficult times, e.g. through the school's participation in the funeral service.

While school should operate as normally as possible, some degree of flexibility should exist. It is essential that people be given clear, accurate information at all times. It is essential that a Critical Incident Recovery Team be formed to manage the short and long term effects.

GUIDELINES:-

- Incidents vary in complexity. These guidelines provide a framework for action and would not necessarily be followed in all cases.
- These four principles must be followed:
 - Provide clear, accurate information.
 - Describe the actions to be followed.
 - Provide help for all affected.
 - Maintain a normal school program as close as possible.

IMPLEMENTATION:-

INCIDENT INVOLVING INJURY:

- If a person is injured, staff are to notify First Aid/Sick Bay staff.
- First Aid/ Sick Bay staff are to make the decision based on their training whether the person can be moved to Sick Bay or needs to be left and treated where they are.
- If it is identified that an ambulance needs to be called, **the Principal will be notified immediately**. If the Principal is not onsite, another member of the Principal Class team will drop what they are doing to manage the incident.
- Principal Class member or Sick Bay officer will call '000'.
- Principal Class member will contact the parent or if it is a staff member call the emergency contact. Inform them of what has happened outlining the incident, injury and action taken.
- Principal Class member will direct staff members to put on a vest and wait to meet ambulance and direct them through closest entrance.
- Principal Class will advise a member of admin to print out full student details for Ambulance officers. Including parent details, medications and medical conditions.
- If parents are not able to come, a member of the Principal Class will travel in the ambulance with the child and wait with them until parents arrives.

- Principal Class team member will notify DET Incident Support and Operations Centre on 1800 126 126.
- Admin staff will complete report in Cases21.
- The Principal will inform WorkSafe if required.

INCIDENT INVOLVING PERSONS WITHOUT INJURY:

- If there is an incident involving a person without any injury, staff are to get a member of the Principal Class team for support and to manage situation. If the Principal is not onsite, another member of the Principal Class team will drop what they are doing to manage the incident.
- If it is identified that an '000' Police need to be called, *the Principal will be notified immediately.*
- Principal Class member will call '000', if they can not due to managing situation they will direct another member of the leadership team to call.
- Principal Class member will determine and advise if a lockdown is required.
- Once everything has settled, Principal Class team member will notify DET Incident Support and Operations Centre on 1800 126 126.

HIGH LEVEL INCIDENT:

- The Principal will obtain accurate information. Deal only with substantiated facts.
- The Principal will inform staff as soon as possible, especially those most directly involved. Inform close friends and family individually. Allow questions and discussion as they arise. Dispel rumours.
- The Principal will appoint a skilled Critical Incident Recovery Team to assist in the management of the incident. The team may include staff members, psychologists, counsellors, external DET personnel, support agencies etc. The size and composition of the team will be related to the nature of the incident. Distribute names of the Critical Incident Recovery Team members, and inform others of the role of the team.
- The Principal will provide information to the community as soon as possible as to what has happened, and what is being done.
- The Principal will respond to media enquiries. A written press release may be useful. If necessary, protect others from contact with the media. Advice regarding this may be obtained from the DET Emergency Communications Centre and the DET Media Unit.
- The Principal will establish an open line of contact with the family or families directly involved.
- The Principal will provide out of school hours contact if necessary. This could be as simple as circulating the Principal's telephone number. In more complex situations it may mean maintaining telephone contact at the school.
- The College will continue contact with the family to identify their expectations of the school, e.g. student participation in funeral or memorial service.
- The College will try to identify those most likely to need help, e.g. classmates, teacher, special friends. Some students not directly affected may become distressed.
- The College will ensure that counselling help is available. Contact the Regional Office and/or DET if necessary. All emergency or criminal activity, in which the safety or well-being of staff or students is at risk, or where there is a threat to property, must be reported immediately to the Department's 24 hour Incident Support and Operations Centre on **1800 126 126**.
- The Principal will continue to keep staff, students and parents informed, especially about what has happened and what the school is doing about it.
- The Principal will as soon as possible call students together and provide information about what has happened and what the school is doing about it. A follow up letter home may be important.
- The College will provide counselling services for all. Ensure that there are suitable places in which this can take place. Be prepared to modify the timetable and other arrangements so that people are free to make use of available help.

- The class teacher may be the person to whom students first turn for help.
- Children wishing to attend funerals should do so in the company of their parents. Provide meaningful participation for those not actually attending the service.
- Continue normal routines at school but acknowledge the effect of tragedy on the school community. Be flexible with those in need of help. Be aware that many people may be deeply affected, e.g. an event may cause a person to recall some traumatic event involving them in the past. The anniversary may also be a difficult time.
- The College will maintain links with the family. The school and family may wish to develop a memorial garden, erect a memorial plaque, or display a photo in a prominent position in the school.
- Be sensitive to staff and student's needs over a period of time.

(APPENDICES)

Links which are connected with this policy are –

- [DET Emergency Management Planning](#)

Appendices which are connected with this policy are –

- Appendix A: Critical Incident Recovery Plan
- Appendix B: Critical or Traumatic Incident Plan – First 24 hour Short Term Tasks
- Appendix C: Emergency Message Record Form - Template

EVALUATION:-

This policy will be reviewed as part of the College's three year review cycle or more often if needed due to changes in regulations or circumstances.

The Critical Incident Plans will be reviewed and evaluated following any critical incident at Baden Powell College.

Appendix A

Critical Incident Recovery Plan (CIRP)

Responsibilities and Procedures

1. PLAN STATEMENT

This Plan is an integral part of the Emergency Management processes of the school.

2. IMPLEMENTATION

2.1 The Recovery Team will be responsible for coordinating and implementing the Plan (refer to 4.3 for the composition of the team).

It will need to consider:

- establishing the facts as soon as possible
- developing an action plan of short, medium and long term tasks
- contact with the Department of Education and Training (DET)
- liaising with external bodies including the media
- communicating with the whole staff as soon as possible
- meeting with staff both as a whole and with individuals or groups for debriefing
- communicating with the student body
- meeting with students in groups or individually for debriefing
- contacting parents/guardians
- short term and long term counselling requirements for groups or individuals

The relevance of each of the above will depend on factors such as the nature and magnitude of the incident, the intensity of the impact on the School community and the number of people affected.

3. DEBRIEFING

Critical Incident Stress Debriefing has three components:

1. initial discussion about feelings and an assessment of the intensity of the stress responses
2. detailed discussion of signs and symptoms of stress responses
3. closing stage - provides overview and information with referral to an outside agency if required

3.1 The Recovery Team will assist the Principal to facilitate the recovery of staff and students and those of the School community affected by the critical incident.

3.2.1 The debriefing meeting of the Recovery Team should include a mental health professional and one peer who were not involved in the incident.

3.2.2 The Recovery Team will decide the structure and composition of debriefing meetings; such meetings should be held within **eight hours** of the critical incident. These meetings will review the impressions and reactions of the persons involved during or following the incident.

3.3 Counselling support and referrals for students and their families will be provided initially by the Principal or their nominee and a Regional Guidance Officer.

4. REVIEW

4.1 The Recovery Team will meet to review the implementation of the Critical Incident Recovery Plan within **seventy two (72) hours** of the critical incident.

4.2 As part of the Critical Incident Recovery Plan, the Principal will set up a Recovery Team at the beginning of each year.

4.3 Following a critical incident, the Principal will convene the Recovery Team as soon as possible.

The composition of the Recovery Team will be:

- the Principal
- a member of the teaching staff
- a member of the Educational Support staff (first aid trained)
- other support staff as appropriate
- as necessary, psychologists, counsellors and DEECD personnel.

4.4 The Principal will convene the Recovery Team once each semester to review planning and strategies for the Critical Incident Recovery Plan.

5. EVALUATION

Evaluation of the Plans will follow any critical incident at the school.

This policy was last ratified by School Council in....

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