

ROCKDALE PUBLIC SCHOOL

CRITICAL INCIDENTS POLICY

RATIONALE

This "Crisis Management Plan" has been designed to provide guidelines for members of staff so that a more effective response can be made should an incident arise. Any situation which requires a School Community to suddenly cope with a traumatic incident may interfere with those persons' ability to function effectively either at the time of the incident or later.

Legally the workplace has a duty of care to ensure that all educational activity is conducted in safety.

PROCEDURE

Principal (or representative) will:

- * Gather factual information.
- * Establish critical nature of incident.
- * Inform other school personnel.
- * Decide on immediate course of action, e.g. evacuation, first aid.
- * If it is an emergency, contact emergency services (may involve NSW Disaster Welfare Coordinating Committee). A list of important contact numbers is located in Principal's office.
- * If necessary:
 - Contact appropriate parents and siblings.
 - Contact staff member's next of kin.
 - Inform staff and students of the incident.
 - Arrange for support of staff if class supervision is affected by teacher's reactions.
- * Inform District Superintendent by phone (95972266). Follow with a faxed Critical Incident Report as soon as possible (see attached proformas).
- * Contact School Counsellor who will assess if extra counselling services are required.
- * Issue a short, written statement to parents at earliest opportunity, where appropriate.

* Write letters to parents of those most affected. Mention procedures undertaken by the school and include names and phone numbers of appropriate local support agencies. e.g. St.George Community Health Centre - 9570.2877; 9580.8599.

* Inform parent executive.

MEDIA CONTACT

* Should members of the media approach school personnel, they should be treated courteously and **must** be directed to the Principal.

* Principal to contact Media Liaison Officer prior to contact with media.

* If Principal is unavailable media personnel should be referred to the District Superintendent.

* Children are to be protected from media contact.

* Media statement must be concise, factual, indicating that the school is following the prescribed Critical Incident Policy.

DEBRIEFING and COUNSELLING

* Staff will be counselled by Counsellor, Executive or Principal.

* Students will be counselled by Counsellor or staff.

* Parents will be counselled by Community Services.

POST INCIDENT ARRANGEMENTS

* Further debriefing.

* Funeral (if applicable).

* Community contact.

REAPPRAISAL OF SCHOOL PROCEDURES

N.B. * A staff member who learns of a critical incident should ensure that the Principal is informed as soon as possible. This is especially important if the incident occurs out of school hours.