



Purpose

This policy outlines the principles adopted by Kincoppal-Rose Bay School for guiding the prevention, management and recovery processes associated with critical incidents occurring in the School community and outlines a response plan.

Document Management

Relevant to	All Staff All Students
Reviewed by	Counselling Services
Modification history	Created July 2002 Reviewed: November 2002, September 2003, March 2004, June 2007 July 2008, February 2010, March 2013, July 2014, March 2015, February 2016
Related documents	Critical Incident Procedures and Response Plan Emergency Management Procedures Child Protection Policy Child Protection Procedural Guidelines Positive Peer Relations (Anti-Bullying) Policy Risk Assessments
Related legislation	NSW Civil Liability Act, 2002 NSW Ombudsman Act, 1974 (Amendment 1997/1998 and 2003) NSW Public Health Act, 2010 and Public Health Regulation 2010 NSW Children (Education and Care Services National Law Application) Act, 2010 – Out of School Care and Early Childhood NSW Children and Young Persons (Care and protection) Act, 1998 NSW Occupational Health and Safety Act, 2000 & Regulation 2001 NSW Dangerous Goods Act, 1975 Hazardous Substances Regulation 2001 NSW Food Act, 1989 Food Regulation Act 1997 NSW Food Act 2003 NSW Pesticides Act, 1999
Review	The Policy is to be reviewed every year or in the event of any information or incident that would warrant a review (including legislative or organisational change)

Rationale

Critical Incidents can impact considerably on the psychological well-being of students, teachers and families causing adverse effects in areas such as learning, occupational performance and family interactions. Kincoppal-Rose Bay School is concerned to reduce the traumatic effects of crisis situations both in the short and longer terms and accordingly shall ensure that adequate and appropriate measures are in place to manage the response to traumatic events.

Definition: what is a Critical Incident?

'A critical incident affecting a school is any event that causes a significant number of people to experience reactions that are beyond their normal emotional range.'

Stephen Said, 2001

Prevention

Kincoppal-Rose Bay is committed to preventing critical incidents, where possible, using the following strategies:

- Formation of a critical incident management team, which liaises with committees within the school, including W.H&S, and with emergency and community agencies, assists with rectifying risks, develops a management plan, familiarises staff with the plan;
- ensuring the house is in order, meaning staff are aware of Duty of Care and WH&S issues, have been trained in Child Protection policies and can address bullying and other anti-social behaviour effectively;
- taking the time to attend to 'Spot Fires', which means that the school has a culture of dealing with emotional overload, at-risk behaviour and safety issues thoroughly;
- assessing vulnerabilities peculiar to this school, such as a fire or pedestrian accident;
- developing strategies to address vulnerabilities;
- keeping confidentiality, not secrets – refer when necessary;
- maintaining professional boundaries and the adult role in dealings with students;
- challenging dangerous behaviours;
- promoting resilience; and
- establishing links with support agencies.

Planning

It is recognised that, in the event of a critical incident, thorough planning as a School Community will allow for:

- Quick action when information is received;
- establishment of the facts;
- appropriate information shared quickly with appropriate groups of people;
- demonstration of caring to all affected;
- recovery and return to normal routines;

- a sense of control – by doing everything possible to make things as calm as possible under the circumstances; and,
- appropriate appreciation shown to all who assist, to encourage cohesiveness in the School Community

Identification

An incident is identified as critical if it meets with the definition above. The concepts behind critical incidents are tragedy, trauma, emergency and crisis. A critical incident is one that causes disruption to an organisation, creates significant danger or risk or traumatically affects individuals within an organisation. Examples of critical incidents are:

- death of a staff member or student;
- destruction of the whole or part of a school;
- break-in accompanied by major vandalism;
- students or staff taken hostage or kidnapped;
- students or staff witnessing serious injury or death;
- violence between students or assault of a teacher or student;
- allegation of sexual assault involving a member of the school community made public
 - (Note: Allegations of child abuse or misconduct that may involve child abuse made against school employees are handled in accordance with the KRB Child Protection Policy and Procedural Guidelines);
- student or staff suicide;
- natural disaster – bushfire, flood/storm, earthquake, extremes of temperature;
- major disaster in the community – explosion/fire, gas or chemical hazard, industrial or transport accident;
- bomb threats;
- unfavourable media attention, and;
- outbreak of a communicable disease.

Management

The Kincoppal-Rose Bay Critical Incident Management Team will be formed following a critical incident and, dependant on the nature of the incident, the team will come from the following group, determined by the Principal on a “needs basis” and dependent on the critical incident:

The Principal	Director of Boarding
Deputy Principal	Business Manager
Head of Junior School	Campus Manager
Director of Mission	School Counsellors
Director of Students	Communications Manager

The Critical Incident Management Team that is formed by the Principal will be in charge of managing a critical incident and will take responsibility for the following:

- establishing the facts from a reliable source;
- ensuring the safety of students, staff and visitors if they are at risk, initiating evacuation and providing first aid if required;
- meeting as a Team as soon as possible to implement the Critical Incident Response Plan;
- determining the level of support needed – which groups are most affected and how to help all other students/staff/parents;
- arranging liturgy time/s;
- preparing Fact Sheets for:
 - Teachers/Pastoral Tutors/Year Co-ordinators to tell students
 - Reception to tell callers
 - Parents
 - the media
 - (only the Principal or an elected spokesperson should speak to the media); and,

Management of Critical Incidents Occurring Away from the School

- The person in charge of managing a critical incident away from the School should:
 - ensure the safety of students and staff;
 - assert authority in a calm, reassuring manner;
 - ensure students and staff stay together and complete a roll call as soon as possible;
 - follow the instructions of the venue management in implementing their emergency plans, as long as these do not conflict with the duty of care of the students;
 - advise emergency services of School personnel and students unaccounted for;
 - advise the Principal as soon as possible;
 - ensure parents will be informed of any delay in returning to School; and,
 - remain with the group until relieved of responsibility.

This policy is based on the recommendations and guidelines provided by Stephen Said in *Critical Incidents Affecting Schools: Prevention, Preparation and Response* (2001).