



FOUNTAIN

COLLEGE

Critical & Emergency

Incident

Policy and Procedures

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Rationale

Fountain College needs to have a management program which prioritises responses and effectively addresses the immediate short term and long term needs of those emotionally affected by a school trauma.

Aim

This policy aims to:

- Clearly establish a general line of procedures to be followed
- Identify a School Management team and to define areas of responsibility
- Establish procedures for relaying appropriate and accurate information to Department of Education, staff, students, parents, community and the media
- Provide support for school staff and students affected by the trauma
- Restore the school to normality as quickly as possible
- Call in expert counsellors, if applicable

Scope

This policy applies to Fountain College and serves as a guide to the management team and relevant administrative staff. This policy should be read in conjunction with the *Emergency Management Plan and Student Welfare Policy*.

Definition

The minister's definition of critical and emergency incidents are:

- **A circumstance posing a "critical risk" for the purposes of this definition is one which would, if action had not been taken or the risk otherwise averted, have resulted in death, life-threatening illness or life-threatening injury to one or more students and/or staff.**
- death, or life-threatening injury following an incident that occurred at the school, or through a related school-based activity or circumstance;
- circumstances that pose a critical risk to the health or safety of one or more students or staff;
- receipt of an allegation of child abuse, including but not limited to sexual abuse, committed against a student by a staff member or student, or another person on the school premises or during school related activities, whether the abuse is alleged to have occurred recently or in the past;
- issuing a formal warning to a staff member or ceasing the employment of a staff member for a breach of the Staff Code of Conduct suspected to be grooming behaviour;
- any incident requiring school closure, lockdown, or a reduction in the number of students or staff attending.

And not limited to:

- Murder, suicide, sexual or physical assault involving students, staff or close family members.
- Fire, bomb or other natural or human disaster which affects the school.
- Major vandalism, invasion of school property.
- Any incident likely to have a serious adverse effect on the school image, e.g. drug bust.
- Students lost on excursion.
- Any event which puts the school under major stress.

Implementation

All critical incidents are to be managed in such a way as to give highest priority to the best interests of the student or students affected.

The schools Critical Incident Management Team will consist of:

- Principal;
- Director of Curriculum;

- Team leaders

Risk assessment

- Risk assessment will be done by OHS committee and school board
- Risk assessment should be done using the school's Risk Management Policy and Procedures. Methods should be developed to reduce risk where possible
- Undertake regular environment scans for changes that affect the school risk profile

Prevention and Preparedness

The prevention component of emergency planning is focused on clearly identifying the risks to which the school is exposed and putting in place physical and policy processes and procedures that will mitigate or prevent an emergency situation arising. The key to effective prevention strategies is knowledge and awareness of the school environment: internal, external, geographic and cultural. All of these contribute to the totality of threats contributing to the school's risk profile. The following points will contribute to the development of effective prevention strategies:

- Identify and assess all potential risks including school buildings, grounds and surrounding area. Offsite camps and excursions should also be assessed for risks
- Consult with the external agencies including The Department of Fire and Emergency Services (DFES), to assist in identifying preventable risks
- Install appropriate safety and security systems in accordance with the school risk profile. In a cyclone or bushfire prone environment, that may be a designated safer location or building. In a high crime environment it may mean installation of appropriate fencing and access control measures
- Discuss the school's safety and security systems and emergency plan with outside agencies e.g. DFES, and ask for their input to identify additional risks around the school. The school's Emergency Management Plan could be shown to outside agencies for comment. These may include the police, DFES, DPAW, emergency medical services, health and mental health services and the local Emergency Management Committee
- Identify an Incident Manager. Provide training to the incident manager and give them responsibility for regular testing of systems and procedures
- Good signage around the school is a simple risk mitigation strategy. Signs can indicate hazards, exits, areas that are out of bounds to students and the personal protection equipment that should be used
- Ensure there is a system in place to secure property and equipment, including vital documents
- Involve businesses that are close to the school to ensure that the school's Emergency Management Plan is coordinated with theirs
- Ensure that students and staff are involved in preparation discussions which will help raise awareness of the possible risks around the school.

Response to the incident;

- Establish the facts. If the incident is off site the Principal may need to go to the accident scene.
- Notify emergency services, if necessary.
- Convene a meeting of the management team to determine a short term response (48 hours).
- Principal to notify parents of injured children or family of the injured teacher.
- Brief staff meeting including brief statement of known facts by Principal.

- Assembly of students including a brief statement of known facts by the Principal. The aim is to reassure and avoid hysteria, with the assurance of teachers, to get the school running as quickly as possible.
- The Principal is to prepare a media release, a brief statement of facts. Only the Principal is to be interviewed by media. No other staff or students are to be interviewed by media on the premises
- Management team is to review the management plan. Identify groups/individuals needing support at this stage. Determine if need for assistance from external agencies.
- Executive meeting - update of information.

Recovery from the incident;

- If a funeral is involved encourage attendance by close friends and those involved in the incident. Any memorial service at the school should be within days (no more than a week) with the consent of family members.
- Encourage teachers to allow opportunities for those directly involved to talk about the incident and their reactions.
- Debriefing of those involved by the Critical Incident Team, School Chaplain or other agencies.
- Principal, Head of School and School Chaplain to monitor all involved for stress over longer periods.
- Advise parents of emotional problems which may arise (beyond the immediate period) as a result of trauma.

Recording of the incident; and

- The principal will provide prompt notification of any critical incidents to the chair of the school board and the Director General through the **Department of Education** as soon as is practicable and within 48 hours.
- Fill out a Critical Incident Report form available on the **Department of Education website at [Critical and Emergency Incident Report Form](#)**.

Review of policy and procedures.

After the incident the critical incident management team will review this policy, OHS policy, duty of care policy and Risk management policy to identify potential critical incidents and develop mitigation strategies, Staff induction policy, Maintenance policies and procedures of all internal and external equipment including vehicles, Behaviour management policy, Policy on signage of all hazards and use of safety equipment by staff and students, Evacuation and lock down policy, Procedure for reviewing risks and policies at staff meetings, Procedure for reporting something that you thing is suspicious including protection of whistle blowers.

Review

The Fountain College management team will review the *Critical and Emergency Incident Policy* and related documents in collaboration with staff representatives.

This policy was reviewed by the following members of the policy review committee

Mr. Murat Sevil

Mr. Omer Demirbas

Mr. Alper Ciftci

Policy Review Date: March 2019

Next Review Date: March 2021