



# St Saviour's Primary School Critical Incidents Policy

(June 2014)

## VISION STATEMENT

St Saviour's Primary School is an educational community living out Mercy values each day.

Our Vision is:-

- That each child is valued and respected.
- That each child's giftedness is recognised.
- That each child's potential is realised.
- That each member of the school community strives for goodness.

## RATIONALE

As a Catholic school we are committed to supporting all people in our communities, most importantly in times of crisis. A comprehensive, pastoral response to such critical incidents will assist the immediate and long-term recovery of those affected.

A critical incident is broadly defined as any situation faced by the school community, causing its members to experience unusually strong reactions which have the potential to interfere with their ability to function either at the time, or later. Responding promptly and appropriately in such situations is vital for protecting the mental health and wellbeing of students, staff and families. By effectively addressing a critical incident, the school can reduce the impact of long-term trauma and increase the connections between members of the school community over time.

Examples of critical incidents that could affect the mental health of school community members include, but are not limited to:

- the death, suicide, serious injury or terminal illness of a student, former student, current or former staff member, or community member
- a fire or explosion in the local area or at the school major vandalism
- contagious or acute illness
- a student lost or injured on an excursion
- intrusion on the school space, or students or staff taken hostage
- sexual assault in the local area
- criminal activity by school members
- self-harming
- major community, regional, national or international disasters
- enforced school closure

## VALUES

St Saviour's Primary School is a caring Catholic School, where each community member feels safe, included and respected. The issues of dignity, equity and justice in the relationships between all people within the school community are of fundamental importance. These values call us to respond to critical incidences in the school community with well-planned guidelines that are respectful of all. We seek to provide an environment which provides physical, spiritual and emotional security at all times, especially when managing a critical incident.

## POLICY STATEMENT

St Saviour's Primary School has a designated critical incident management team with a written plan to anticipate and respond effectively to critical incidents, providing a supportive and caring response to those in our community.

## DESIRABLE CONSEQUENCES

The school's critical incident management plan will be implemented as soon as awareness of an incident is known.

### Principal Responsibilities:

- Provide clear guidelines and procedures to staff.
- Form a critical incident management team that will include the leadership team and other relevant support personnel.
- Provide relevant professional development in critical incident management.
- Communicate with families and media in a sensitive manner.
- Ensure that the spiritual and emotional needs of the community are met.
- Encourage those affected by a critical incident to seek help.

### Critical Incident Management Team (CIMT) Responsibilities:

- Develop a critical incident management plan (aligned to the CEO Critical Incident Response procedures) which outlines prevention measures, response procedures, roles and responsibilities, recovery arrangements, review and evaluation processes.
- When an incident occurs convene as soon as possible to plan an immediate response, allocate responsibilities and determine ongoing strategies.

### Staff Responsibilities:

- Implement this policy and cooperate with specialist staff responsible for carrying out this policy.
- Ensure the only person to communicate with media is the Principal.
- Demonstrate sensitivity, care and professionalism in supporting the CIMT to manage a critical incident.
- Monitor students and each other – sharing concerns with the CIMT.

### **Student Responsibilities:**

- Be involved in the process of implementing the school's policy.
- Follow directions from CIMT in the event of a critical incident.
- Be aware of, and take responsibility for, their own behaviour in response to traumatic events.
- Respect and support the rights of other students, staff and themselves to continue to participate as far as possible in the teaching and learning processes when there is a critical incident.
- Offer care and support to their peers in an appropriate manner, seeking help where necessary.

### **Parent Responsibilities:**

- Encourage their children to respect and support the rights of others and to be sensitive to the needs of those affected by critical incidences.
- Inform the school of any critical incident which is likely to affect their children's life at school and/or impact upon others in the community.
- Read all communication from the school so that they are informed of any critical incident and so respond to their children's needs effectively.
- Support the planned implementation of this policy and its regular review.

### **SUPPORT DOCUMENTS:**

St Saviours Primary School Critical Incident Plan (2009)

CEO Critical Incident Response procedures

School Evacuation policy

Student Protection policy

Work Health & Safety policy

Pastoral Care policy (Catholic Education Board Policy)

### **DEFINITIONS:**

Reference to 'Parents' in this Policy includes Guardians and Caregivers.

### **REVIEW HISTORY:**

<b>Date</b>	<b>Event</b>	<b>Changes / Comments</b>
05/2013	Rev00	Policy Revision
06/2014	Rev01	Minor formatting changes

**TO BE REVIEWED:** 2015