

# CRITICAL INCIDENT MANAGEMENT POLICY

**For the purpose of this policy, a Critical Incident is a traumatic event or tragic event that the school is involved in.**

## **Rationale:**

Alphington Primary School is committed to providing a supportive for all. The school recognises the need to develop a process that supports the school community during incidents that may involve loss of life, serious injury or emotional disturbance.

## **Aims:**

To

- Provide a process for the school community during events that are considered traumatic or tragic.
- To communicate the school's processes to the wider community.
- Support persons involved in incidents that may involve loss of life, serious injury or emotional disturbance.

## **Implementation:**

1. As soon as practicable inform staff, especially those most directly involved with the event. Inform close friends and family individually.
2. Identify those most likely to need help, e.g. classmates and teacher. Some students not directly affected may become distressed.
3. Offer counselling for staff and students at the school who may be affected by any such incident.
4. Establish an open line of contact with the family or families directly involved.
5. Maintain a normal school program as close as possible.
6. 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. See Appendix One for the role of the Critical Incident Recovery Team.
7. 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.
8. Provide out of school hours contact if necessary. This could include the Principal's telephone number. In more complex situations it may mean maintaining telephone contact at the school.

## **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

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

**October 2015**

## **Appendix One**

The Recovery Team will be responsible for coordinating and implementing the Plan BELOW:

- 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.