



Definition:

- Any event which causes disruption to the College, creates significant danger or risk to staff, students and other members of the College community or causes them to feel unsafe, vulnerable or under stress. It could be any incident that has the potential to harm the reputation of the College or its associated organisations such as the Catholic Education Office (CEO), Marist Schools Australia (MSA) or the Catholic Church more broadly.
- Examples of a critical incident may include a tragedy involving a family of the school, serious injury or death, fire in the school, allegations of serious misconduct, major vandalism, suicide, and/or extremely damaging media attention.

Rationale:

- A critical incident can arise from sudden, unexpected events or a series of events that have a cumulative effect so as to cause danger. Such events can have adverse effects in areas such as learning, occupational performance and family interactions. Therefore it is necessary for the College to have a policy in place so as to deal immediately with any such incident as it arises so as to reduce its impact.

Policy:

- The policy provides a way of responding quickly to any critical incident such that any harmful effects are more likely to be reduced. Anything that is or has the potential to cause a significant harmful effect on the school community needs to be treated as a critical incident and reported to the Principal immediately.

Aims:

- To respond promptly and effectively to critical incidents as they arise.
- To reduce the impact of critical incidents which happen at the College.
- To promote the safety and welfare of staff, students and parents of the College by raising the level of vigilance in the school community.

Implementation:

- The Principal is responsible for the implementation of this policy and therefore the management of any critical incident. If the Principal is not immediately available the Deputy Principal, or Head of Campus, in communication with the Regional Director of MSA and/or the CESA Principal Consultant, is responsible for its implementation and management.
- Staff and students need to be made aware of procedures, including reporting, as identified in the appendices.
- When a critical incident occurs, keep members of the school community informed of events and aware of follow-up procedures.
- Be inclusive of all who are affected by the incident.
- Inform and seek support from Catholic Education South Australia (CESA) and Marist Schools Australia (MSA).
- Access professional support from agencies who are trained to deal with critical incidents.
- The Principal will be the only person to communicate with the Media regarding a critical incident. However, the Principal may delegate this task to a designated spokesperson for the College.
- Keep a record of the incident and the College’s response to it.

Policy Title	Critical Incident Policy
Ratified by Executive and College Council	February 2019
Policy due for review	February 2022

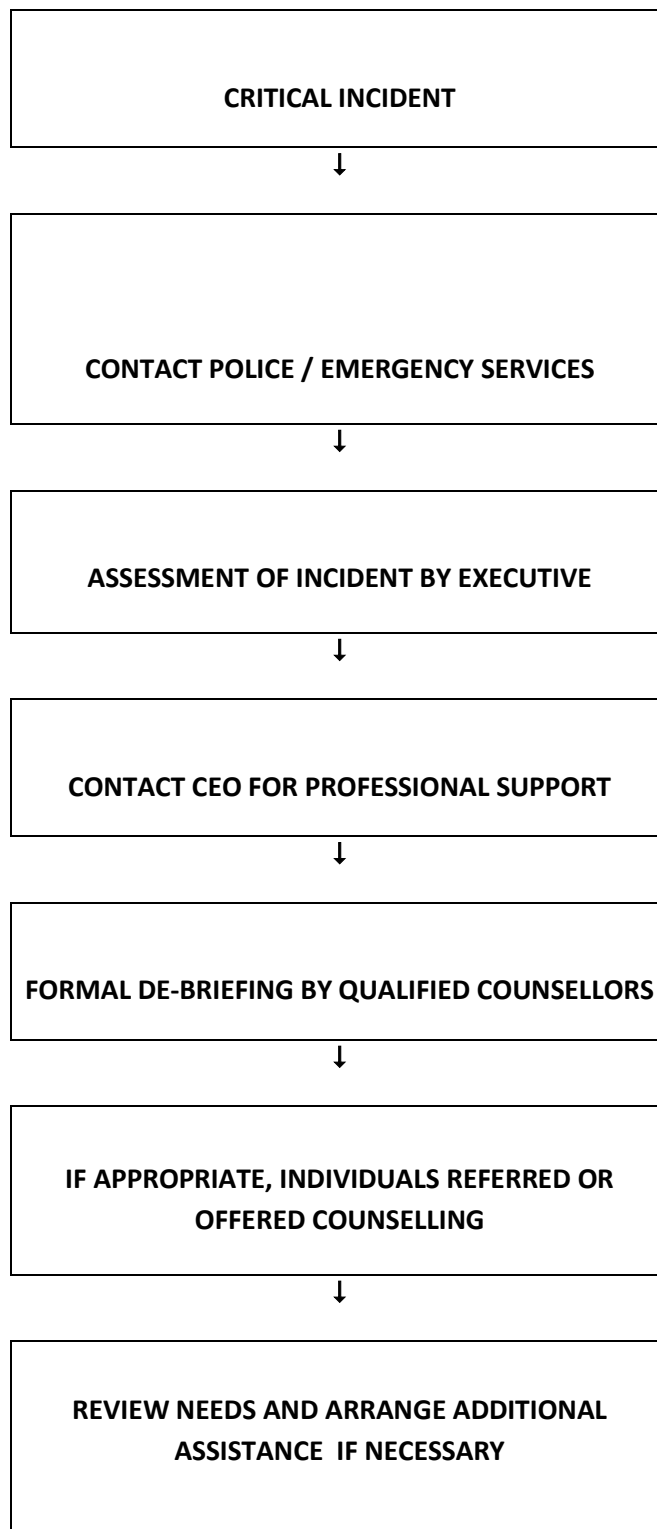


First Response by a Staff Member – See Appendix A

First Response by a Student – See Appendix B

Completing the necessary documentation – See Appendix C

Procedure for Intervention Following a Critical Incident



APPENDIX A – FIRST RESPONSE BY A STAFF MEMBER

When a critical incident occurs the physical safety and psychological protection of everyone involved are the immediate priorities. The staff member should take steps to end the danger and limit further physical and/or psychological harm.

However this must **NOT** involve putting oneself at risk.

ASSESS

Assess the situation to determine whether a whole school response or a limited response is required.

WHOLE SCHOOL RESPONSE

- Initiate the emergency plan by activating the alarms at the nearest Alarm Point Location using your red key.
- Try to keep calm and if possible secure the area.

LIMITED RESPONSE

- Try to keep calm, issue clear instructions.
- Secure the area.
- Send for backup.
- Contact the school Executive (through the Front Office.)
- Assist any injured (contact nurse, call ambulance).

RECORD

As soon as possible after the incident complete a Critical Incident Report (see Appendix C).

Critical Incident Reports are available on Complispace

APPENDIX B – FIRST RESPONSE BY A STUDENT

When a critical incident occurs the physical safety and psychological protection of everyone involved are the immediate priorities.

However this must **NOT** involve putting oneself at risk.

ASSESS

- Try to stay calm.
- Attract the attention of a staff member or send someone to alert the Front Office.
- If it is safe to do so, stay with anyone who is hurt until help arrives.

RECORD

As soon as possible after the incident assist the relevant staff in completing a report.

APPENDIX C – CRITICAL INCIDENT REPORT



Date

USING THIS FORM

- 1 This form may be used to record information relating to a critical incident.
- 2 If the incident necessitates a Mandatory Notification to the CYFS Child Abuse Report Line (CARL), use the Child Protection Report form.
- 3 Report incidents involving OHS&W matters using established OHS&W procedures
- 4 Date and sign the form
- 5 Keep a copy of this report in a secure place.

IMPORTANT PHONE NUMBERS

Emergency	000
Police Assistance	13 14 44
Child Abuse Report Line (CARL)	13 14 78
SAPOL – Sturt Police Station	8207 4700
SAPOL - Sexual Crime Investigation Branch	8207 5800
CCI (Catholic Church Insurances)	1800 011 028
SafeWork SA	1800 777 209
Centacare – suicide prevention / critical incident counselling	1800 372 826

Tick the relevant box(es). The incident involved:	
<input type="checkbox"/> Student(s)	<input type="checkbox"/> Theft / vandalism / property damage
<input type="checkbox"/> Staff member(s)	<input type="checkbox"/> Verbal abuse / threats
<input type="checkbox"/> Parent / other family member	<input type="checkbox"/> Violence towards other(s) or self
<input type="checkbox"/> Drugs / alcohol	<input type="checkbox"/> Other(specify)

SUMMARY INFORMATION

1. Name of person making this report

2. Signature of person making this report

3. Date, time and location of the incident

4. Has the Deputy / Principal been notified of this issue? Yes No

5. If so, when? date.....time

6. Names of people (please indicate whether student, parent or staff member) involved in the incident

Name..... (student, parent, staff member) class/home room

Name..... (student, parent, staff member) class/home room ..

Name..... (student, parent, staff member) class/home room ..

Name..... (student, parent, staff member) class/home room ..

3. Resolution (if any)

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.....
.....

4. Notification checklist. The following parents have been notified and responded

Name..... (parent(s) of student,) ..

response

Name..... (parent(s) of student,) ..

response

Name..... (parent(s) of student,) ..

response

Name..... (parent(s) of student,) ..

response

Name..... (parent(s) of student,) ..

response

Other notifications as appropriate;

- class / home room teacher SAPOL CARL Principal MSA Regional Director
- CCI Workplace Services other

OUTCOMES:

Details of action taken:

Date	Action	Person responsible

Support actions for the person making the report

- Network Support
- School/System support.....
- ACCESS counselling (1300 66 77 00)
- Debriefing
- Other.....

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