



Critical Incident Policy

Context

The effective and efficient management of emergency incidents is critical to the safety and wellbeing of students, staff and school visitors. Such events can impact considerably on the psychological wellbeing of all members of the school community causing adverse effects in areas such as learning, occupational performance and family interactions.

Saint Ignatius' College aims to minimise the traumatic effects of crisis situations both in the short and long term. This is best achieved by a coordinated, systematic response that restores stability and creates a sense of safety and security for members of the community.

This policy should be read in conjunction with the Critical Incident Procedures.

Principles

Saint Ignatius' College is committed to:

- / Responding with precision and sensitivity to critical incidents as they affect members of the school community.
- / Keeping members of the community informed of events and aware of follow-up procedures.
- / Being inclusive of all who are affected by a critical incident.
- / Being mindful of the safety and well-being of all members of the school community.
- / Accessing professional support from agencies who are trained to deal with critical incidents.

DEFINITION

A critical incident may be defined as any event which causes disruption to an organisation, creates significant danger or risk where staff, students and parents feel unsafe, vulnerable and under stress. The incident may occur at the college or through a college based activity or circumstance.

A crisis situation can derive from sudden, unexpected events (or series of events), or chronic or accumulative (perhaps one or more longer term stressful event/s). Critical incidents may impact on a few students and/or staff, or they can significantly affect the whole community.

EXAMPLES OF CRISIS OR CRITICAL EVENTS INCLUDE:

- / The destruction of all or part of the school
- / The accidental death, serious injury or terminal illness of a student or staff member
- / Major vandalism
- / A situation that threatens the safety of students or staff
- / A group of students lost or injured on an excursion
- / A tragedy involving a family in the school community



- / Students and/or staff witnessing death or serious injury
- / Student or staff suicide
- / Extremely damaging media attention
- / A sexual assault
- / A bushfire or other major disaster in the community
- / Any situation that evokes a strong emotional reaction

Critical Incident Management Team (CIMT)

The Critical Incident Management Team shall meet as a matter of urgency to respond to the crisis, in accordance with the associated procedures. Each member of the Team has been issued with contact cards.

Position

Principal (CIMT Leader)

Deputy Principal Staff

Deputy Principal Students

Director – Advancement

Director of Boarding

Executive Assistant to the Principal

Head of Regis

Head of Risk and Compliance

Head of Technology and Innovation

Health Care Coordinator – Health Centre

Property and Maintenance Manager

Rector

School Psychologist/Senior Counsellor

CIMT KEY CONTACT NUMBERS

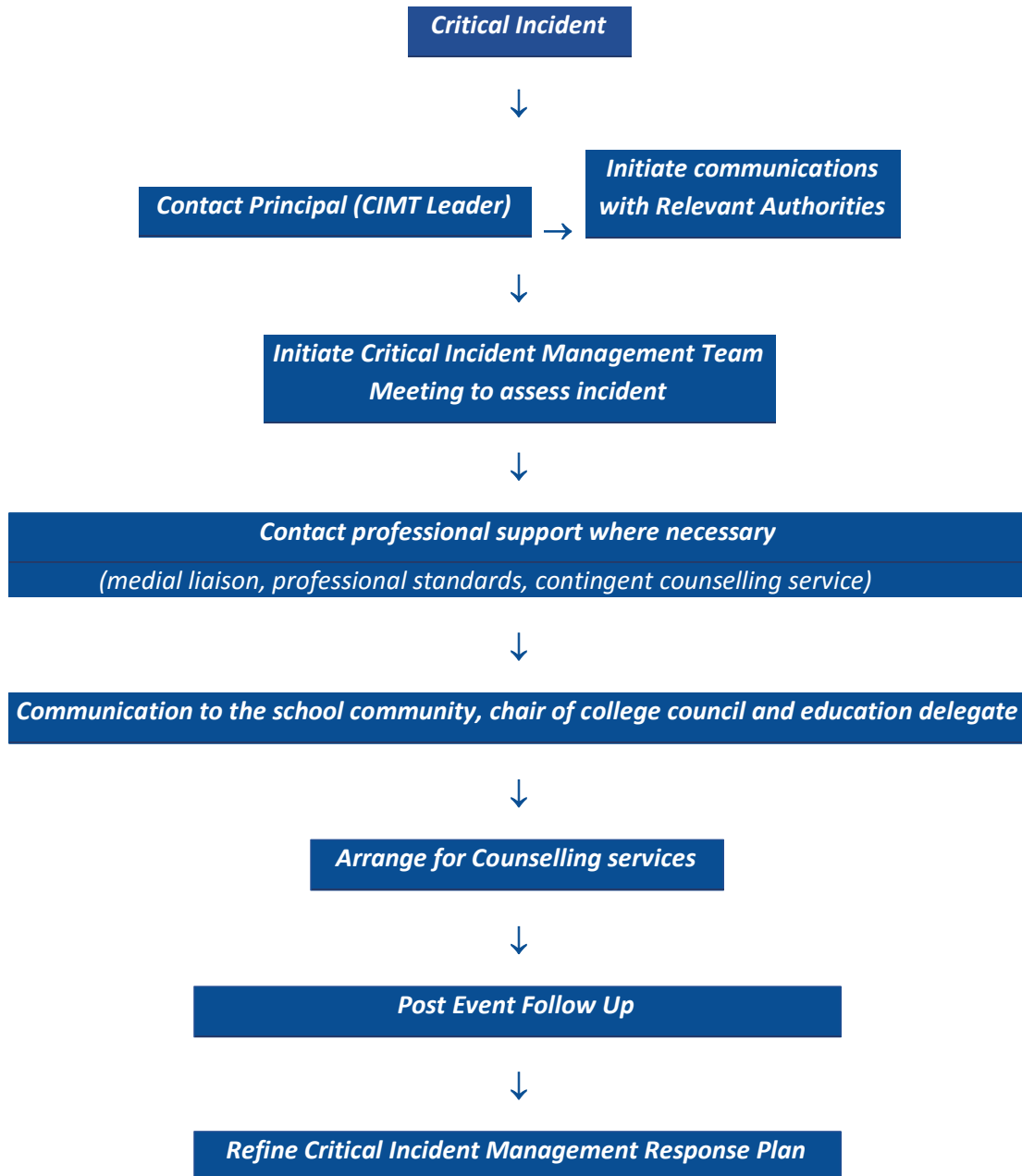
Position	Name	Number
Principal (CIMT Leader)	Paul Hine	0407 226 170
Deputy Principal Staff	Sally Tranter	0408 445 325
Deputy Principal Students	Pat Lowe	0477 011 090
Property and Maintenance Manager	Stuart Halsall	0417 208 846
Head of Risk and Compliance	Rebecca Bray	0401 520 810
On Call Mobile		0407 738 838



Critical Incident Response Timeline

Pre Incident	At time of Incident / Immediately After	Within 24 Hours	Following	Post Incident
<ul style="list-style-type: none">/ Knowledge and awareness of Policy and Procedures/ CIMT meets periodically	<ul style="list-style-type: none">/ Keep calm and secure area/ Notify Principal/ Convene CIMT/ Confirm incident and collect reliable information/ Initiate communication with relevant authorities/ Ensure site is not disturbed (if advised by relevant authorities)	<ul style="list-style-type: none">/ Contact professional support where necessary/ Arrange for Counselling services/ Communication with College Community, Chair of College Council and Education Delegate	<ul style="list-style-type: none">/ Provide ongoing support/ Provide regular updates to relevant stakeholders	<ul style="list-style-type: none">/ Final Debrief/ Principal to end the Critical incident and/ CIMT meet to evaluate the school's:<ul style="list-style-type: none">/ response (approximately 1 week post incident)/ recovery (3 months post incident)/ Ongoing Recovery<ul style="list-style-type: none">/ Support for Principal/CIMT/ Support for affected staff/ Long term initiatives (community and curriculum)/ Long term monitoring/counselling of those affected

Management Following a Critical Incident



FURTHER INFORMATION

Further information or assistance about anything contained in this document can be sought from the Principal, Deputy Principal Students, Deputy Principal Staff or Head of Risk and Compliance.

Date approved: 4 April 2017

Review date: April 2019

