ROCKDALE PUBLIC SCHOOL

CRITICAL INCIDENTS POLICY

RATIONALE

This "Crisis Management Plan" has been designed to provide guidelines for members of staff so that a more effective response can be made should an incident arise. Any situation which requires a School Community to suddenly cope with a traumatic incident may interfere with those persons' ability to function effectively either at the time of the incident or later.

Legally the workplace has a duty of care to ensure that all educational activity is conducted in safety.

PROCEDURE

Principal (or representative) will:

* Gather factual information.
* Establish critical nature of incident.
* Inform other school personnel.
* Decide on immediate course of action, e.g. evacuation, first aid.

* If it is an emergency, contact emergency services (may involve NSW Disaster Welfare Coordinating Committee). A list of important contact numbers is located in Principal's office.

* If necessary:
  - Contact appropriate parents and siblings.
  - Contact staff member's next of kin.
  - Inform staff and students of the incident.
  - Arrange for support of staff if class supervision is affected by teacher's reactions.

* Inform District Superintendent by phone (95972266). Follow with a faxed Critical Incident Report as soon as possible (see attached proformas).

* Contact School Counsellor who will assess if extra counselling services are required.

* Issue a short, written statement to parents at earliest opportunity, where appropriate.
* Write letters to parents of those most affected. Mention procedures undertaken by the school and include names and phone numbers of appropriate local support agencies. e.g. St. George Community Health Centre - 9570.2877; 9580.8599.

* Inform parent executive.

**MEDIA CONTACT**

* Should members of the media approach school personnel, they should be treated courteously and **must** be directed to the Principal.

* Principal to contact Media Liaison Officer prior to contact with media.

* If Principal is unavailable media personnel should be referred to the District Superintendent.

* Children are to be protected from media contact.

* Media statement must be concise, factual, indicating that the school is following the prescribed Critical Incident Policy.

**DEBRIEFING and COUNSELLING**

* Staff will be counselled by Counsellor, Executive or Principal.

* Students will be counselled by Counsellor or staff.

* Parents will be counselled by Community Services.

**POST INCIDENT ARRANGEMENTS**

* Further debriefing.

* Funeral (if applicable).

* Community contact.

**REAPPRAISAL OF SCHOOL PROCEDURES**

N.B. * A staff member who learns of a critical incident should ensure that the Principal is informed as soon as possible. This is especially important if the incident occurs out of school hours.