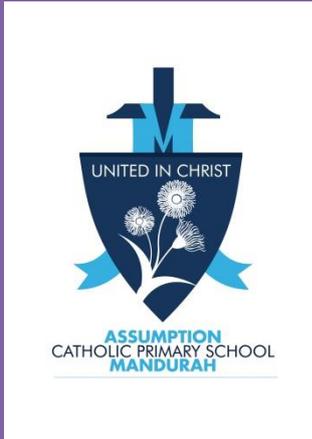


Topic: CRISIS MANAGEMENT POLICY - Including Critical Incident Reporting



(crisis, evacuation/emergency, bush fire)

Policy No:2 - D2

Policy Area: COMMUNITY

Originally Released:2006

Date for Review and Reformatting: 2014

Date for Review: Annually. 2019

Principal: Mrs Kerrie Merritt

1. RATIONALE

1.1 Catholic schools have a responsibility to provide a safe and supportive environment for staff, students and members of the community. Every aspect of the school's life should reflect a Christian pastoral dimension. The pastoral dimension of a Catholic school needs to include the mutual care and support staff demonstrate both towards each other and for their students. (Mandate, paras 1 and 3).

1.2 Learning outcomes for students and the wellbeing of students, staff and community members can be adversely affected by crisis events. Appropriate planning and intervention can reduce the likelihood of such events and mitigate the impact should a crisis occur.

2. DEFINITION

2.1 Events that cause severe emotional and social distress may occur at any time and without warning. Such occurrences have been variously called Traumatic Incidents, Critical Incidents, Crises, Disasters and Emergencies.

2.2 Brock (2002) defines crises as 'Sudden, uncontrollable and extremely negative events that have the potential to impact an entire school community'.

2.3 Flannery and Everly (2000) describe a crisis as a response condition and the precipitating event, the stimulus, as a critical incident.

2.4 In schools, a crisis might be considered as any situation faced by staff or students that causes them to experience unusually strong emotional reactions. These may have the potential to interfere with their ability to perform at the scene or later. Crises tend to be far outside of the normal experience of those involved and indeed of most of the population. Accordingly, the individual has little by way of guidelines from past experience on how to deal with the event or the reactions to it.

2.5 Students have even less experience to draw on than adults and usually have a more restricted repertoire of coping responses. Sense of control and self-efficacy are likely to be reduced. Students are likely to be looking to those adults who usually provide support, guidance, direction and leadership to continue to fulfil these roles.

3. SCOPE

This policy applies to all Catholic schools in Western Australia and to Assumption Catholic Primary School, Assumption

4. PRINCIPLES

4.1 Catholic schools are safe and supportive environments where the 6 principles and 9 key elements of the National Safe Schools Framework (2011) are practised.

4.2 Catholic schools owe a duty of care to their students, staff and others who may visit the school or be involved in school activities.

4.3 Catholic schools take actions to:

- prevent crises or reduce the chance of these occurring and, where these may still occur, acting to mitigate the impact
- prepare for crisis events by appropriate planning, training and education
- respond with a rapid, organised and effective implementation of actions and mobilisation of resources
- facilitate recovery by recognising that this is founded within the Planning, Preparation and Response elements (as described in the previous three bullet points) and by providing appropriate levels of support to the school community

4.4 Establishing an effective Crisis Management Plan requires a whole school community approach that is consistent with the Catholic Education Commission of Western Australia's Pastoral Care Framework, the school's Pastoral Care practices and the school's plans for more routine kinds of emergencies such as fire evacuation.

4.5 The response to particular kinds of crises, such as suicide, may increase the risk of imitative behaviour and require an approach which is different to that needed in other kinds of crises. Appropriate actions can reduce risk and have a protective influence.

4.5 The involvement and support of any bereaved parents/caregivers/family and other parents/caregivers who are closely involved are particularly important when putting in place support and recovery processes within the school.

5. PROCEDURES

5.1 In 2018, Assumption CPS, with the guidance of Steven Dunn Consultant, have developed a school-based Crisis Management Plan based on the Prevention, Preparation, Response, Recovery (PPRR) model. Alternatively, another similar, comprehensive approach may be followed as approved by the Team Leader, Psychology.

5.2 The Crisis Management Plan was informed and will be annually reviewed by a comprehensive safety audit and assessment of vulnerabilities that might precipitate a crisis. This will take place in conjunction with the OHS officer, Mrs Denise Teasdale and the review of the Risk Assessment Register,

5.3 The Crisis Management Plan shall include statements defining the roles and responsibilities of all members of the school's Crisis Management Team, give indication of the kind of crisis the school

might face and give broad information on the supports that might be available to aid recovery. Additionally, all staff members shall be made aware of their own responsibilities in crisis situations, where there is potential criminal activity Mandatory Reporting applies.

5.4 Assumption CPS is not located in an area vulnerable to Bushfire or Catastrophic Weather conditions, however, Assumption CPS shall ensure appropriate attention is given to timely evacuation procedures. The Department of Fire and Emergency Services (DFES, formerly FESA, The Fire and Emergency Services Authority of WA) – Prepare, Act, Survive; Planning for Bushfire Protection Guidelines; Bushfire Survival Plan; and, Bushfire Factsheets and the Department of Education’s The Principal’s Guide to Bushfire are recommended for consideration in planning.

5.5 The Crisis Management Plan was developed by using a broad, consultative, participative and educative process involving students, staff and parents whenever possible and appropriate.

5.6 The completed Plan shall refer to any other relevant policies or procedures and has been disseminated and promoted to the school community. Staff members have undertaken a two hour training session with Steven Dunn and Evacuation Drills are completed on a regular basis.

5.7 The Crisis management plan is drawn down into specific emergency situations, all with specific needs and procedures. The Principal will follow the communication procedures as required.

Crisis Management Plan located on T share: Crisis Management Plan .

Bush Fire Plan Located: T share: Policies ACPS Bush Fire Plan

Critical Incident Report Procedure: located at conclusion of this policy



Critical and Emergency Incident Report Procedure

Registration Standard regarding the Management, Recording and Reporting of Critical and Emergency Incidents in Schools.

A crucial requirement for meeting this standard is that 'the Director General of the Department of Education Services (DES) is notified of any critical and/or emergency school incidents as soon as practicable and, in any event, within 48 hours of the incident'.

For Catholic Education Western Australia (CEWA) schools, all notifications to the Director General of DES are to be made by the Executive Director, CEWA. Principals are required to fill out a Critical and Emergency Incident report form and email it to ecr@cathednet.wa.edu.au or their schools' Employment and Community Relations Consultant.

The Department of Education Services recently changed the Critical and Emergency Incident report form. The new form is available [here](#).

The new form has new headings and requests additional information that the original form did not.

Importantly, the first part of the new form requires you to identify the type of incident, from one or more of the following categories:

1. Death, or life-threatening injury, of a student or staff member at school, or following an incident that occurred at the school or through a related school- based activity or circumstance;
2. Circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff;
3. Receipt of an allegation of child abuse, including but not limited to sexual abuse, against a student by a staff member or student or other person, whether the abuse is alleged to have occurred recently or in the past;
4. Issuing a formal warning to a staff member or ceasing the employment of a staff member for a breach of the Staff Code of Conduct suspected to be grooming behaviour;
5. Incidents requiring school closure, lockdown, or reduction of number of students or staff attending.

If your potential Critical and Emergency Incident does not fall within one of the five categories you may not need to report it.

If you are unsure of the process or have any questions please contact your Employment and Community Relations Consultant for advice: Jennifer Macceroni CEWA



CRITICAL AND EMERGENCY INCIDENT REPORT FORM

The Critical Incident Standard determined by the Minister for Education in accordance with s.159(1)(j) of the *School Education Act 1999* requires the principal to notify the chair of the governing body and the Director General, Department of Education Services, about any critical and emergency incidents as soon as practicable and, in any event, within 48 hours of the incident.

This form should be completed as soon as practicable and, in any event, within 48 hours of the incident, saved for your records and sent to:

Assistant Director, Non-Government Schools
Telephone: (08) 9441 1900 Facsimile: (08) 9441 1901

Email: criticalincidents@des.wa.gov.au
Postal address: PO Box 1766, OSBÖRNE PARK DC WA 6017

INCIDENT TYPE

Please indicate the type of critical or emergency incident by **ticking one or more of the boxes below.**

- Death, or life-threatening injury, of a student or staff member at school, or following an incident that occurred at the school or through a related school-based activity or circumstance;
- Circumstances that pose a critical risk to the health, safety or well-being of one or more students or staff;
A circumstance posing a *critical risk* is one which would, if action had not been taken or the risk otherwise averted, have resulted in death, life-threatening illness or life-threatening injury to one or more students and/or staff.
- Receipt of an allegation of child abuse, including but not limited to sexual abuse, against a student by a staff member or student or other person, whether the abuse is alleged to have occurred recently or in the past;
- Issuing a formal warning to a staff member or ceasing the employment of a staff member for a breach of the Staff Code of Conduct suspected to be grooming behaviour;
- Incidents requiring school closure, lockdown, or reduction of number of students or staff attending.

If you cannot tick one of these boxes, the incident may not need to be reported to DES as a critical incident. If in doubt, please contact the Assistant Director, Non-Government Schools, for clarification.

SCHOOL DETAILS

School:	Campus:
Chair of Governing Body:	Principal:
Telephone (business):	Telephone (mobile):
Email:	

INCIDENT

Date of Incident:	Time of Incident:
Location of Incident:	
Date Principal first notified of incident and by whom:	
Date Chair of Governing Body notified:	
Date Parents/Caregivers notified (if applicable):	

PERSON(S) INVOLVED (tick all applicable)

Whole School
 Student(s) – Year level(s): _____
 Teaching Staff
 Support Staff
 Volunteer
 Former student
 Student from another school
 Other (please specify): _____

DESCRIPTION OF THE INCIDENT (detail what happened, who was affected and whose actions caused the incident)

6. REVIEW HISTORY

Year of Review	Reviewed by	Amendments/Review
2009	Administration	
2014	Assistant Principal	reformatted
2015	Administration	Name/ date changes
2016	Administration	Name/ date changes

7. NEXT REVIEW

Year	Responsibility
2017	Administration team
2018	Administration team & School Board
2019	