



Critical Incidents Response Policy

CONTEXT STATEMENT

Critical incidents have traditionally been recognised as events such as school fires, motor vehicle accidents and floods with their most obvious impact being felt in a physical sense, for example, destruction of buildings, loss of records, and, in extreme cases, loss of life. Critical incidents are recognised for more than their initial physical impact. The personal impact on individuals and communities is recognised as a serious consequence of such incidents. Incidents involving child sexual abuse, suicide, drug use, illegal activities, deaths and injury threats are similarly considered Critical Incidents, because of the impact they can have on individuals and for their effects on schools and communities as a whole.

UNDERLYING ASSUMPTIONS, PHILOSOPHY & RATIONALE

We at Samaritan College acknowledge:

- Critical incidents may occur without warning and can have immediate and far-reaching effects on individuals and communities including overseas students and their families;
- Timely response to initial incidents will reduce the likelihood of ongoing issues;
- Clear response procedures are essential when dealing with critical incidents;
- Communication is an integral aspect of critical incident response;
- Critical incidents may impact upon a person's spiritual well-being, and the College would keep in mind the possibility of inviting a priest or minister of the child's own church to assist with spiritual healing.

PURPOSES / AIMS

Through the application of this policy, Samaritan College will:

- Work with staff in understanding the definition and nature of critical incidents;
- Familiarise all members of the college community with the general procedure followed in the event of a critical incident;
- Liaise with external agencies in response to critical incidents including those in countries which are relevant to overseas students.

GUIDELINES & PROCEDURE

In support of this policy Samaritan College will:

- Establish and maintain procedures to ensure staff, students and parents, have a clear understanding of guidelines and procedures that prepare for/or respond to a critical incident;
- Review practices and procedures which underpin the effectiveness of response to critical incidents;
- Ensure the recommended procedures are accessible to staff, students and other community members;
- Ensure the appropriate authorities and stake holders including those overseas, are notified in the event of a critical incident.

The Co Principals will:

- Be responsible for the overall implementation of the critical incident guidelines and procedures as outlined in the CESA document;
- Be responsible for the overall implementation of the evacuation and safe haven procedures;

- Be responsible for ensuring information about critical incident policy guidelines and procedures is available to staff, students and parents (including those residing overseas);
- Ensure the guidelines and procedures are regularly reviewed;
- Be responsible for providing/initiating opportunity to staff, parents/caregivers and students to participate in recovery response;
- Be responsible for ensuring the Emergency Response Team (ERT) are familiar with and competent in carrying out the agreed tasks;
- Ensure the College complies with [the Model Code of Practice – Managing the Work Environment and Facilities 2011](#), with regards to evacuation/lockdown procedures etc.

The Staff will:

- Ensure they are familiar with evacuation procedures, routes and safe havens within the College grounds;
- Familiarise themselves with expectations, procedures and potential hazards when planning camps, excursions and other off campus activities to minimise risk to staff and student safety;
- Ensure they understand the steps within the critical incident response procedures;
- Familiarise themselves with procedures for dealing with potentially hazardous objects or substances;
- Be given the opportunity to participate in recovery responses.

The Students will:

- Be responsible for following the direction of College staff in the event of response to a critical incident eg: evacuation procedure;
- Be given the opportunity to participate in recovery responses.

The Parents/Caregivers (including those residing overseas) will:

- Undertake to support the College policy by encouraging their child to follow the guidelines, where possible;
- Be given opportunities to provide input into the College guidelines and seek further information when necessary;
- Be given the opportunity to participate in recovery responses.

The Board will:

- Provide support to the College Executive in following the guidelines in response to a critical incident;
- Be given the opportunity to participate in recovery responses;
- Participate in the development, implementation and review of this policy.

BASES OF DISCRETION

The responsible officer may vary within the Executive according to the presence of staff on a given day. Response to the event will vary according to the nature of the incident and the individuals involved.

SUPPORTING DOCUMENTS

- CESA - Procedures – Emergency Response Team (ERT)
- Evacuation Procedures
- [Protective Practices for staff in their interactions with children and young people](#)
- [Suicide \(Fact Sheet – responseability.org\)](#)
- [Suicide Postvention Guidelines. DECS, AISSA, CEO – A framework to assist staff in supporting their school communities, 2010](#)
- [National Code of Practice for Registration Authorities & Providers of Education and Training to Overseas Students, 2007, The National Code, July 2007](#), pg14.
- [Model Code of Practice – Managing the Work Environment and Facilities, 2011](#)
- Samaritan College Disaster Recovery Plan, 2013

ADMINISTRATION

This policy will be reviewed triennially by the College unless otherwise required.

Signed: Co Principal
..... Co Principal
..... Chair of College Board
Date: Ratified and Implemented

Review Date: June 2019