



CHRYSALIS STEINER SCHOOL

educating the whole child

Critical Incident Management Policy and Guidelines

Policy

Chrysalis School is committed to ensuring it is able to respond with purpose and confidence in the event of a critical incident. The School looks to develop procedures and plans that will provide students, staff and other stakeholders with maximum physical and psychological safety in the immediate response and following periods.

Plans will be regularly tested and refined in consultation with stakeholders upon review after an incident to ensure responses meet the needs of our community.

Preamble

A critical incident is a traumatic event, or the threat of such, which causes extreme stress, fear or injury. Critical incidents can affect people physically and psychologically, and can affect the ability of Chrysalis School to provide education to its students.

The purpose of this policy is to ensure Chrysalis School prepares for and effectively responds to critical incidents through the appropriate use of resources. This policy will ensure that Chrysalis has:

- An effective approach in responding to critical incidents as they occur.
- Appropriate support and counselling services available to those affected.
- Appropriate training and information resources provided to staff.
- Appropriate review of plan performance to ensure improvements are made where needed.

Scope

This policy applies to all staff, volunteers, Board members and students.

Critical incidents may include, but are not limited to:

- serious injury, illness, or death of a student or staff
- students or staff lost or injured during camps or excursions
- a missing student
- severe verbal or psychological aggression
- physical assault
- student or staff witnessing a serious accident or incidence of violence
- natural disaster e.g. earthquake, flood, windstorm, hailstorm, or extremes of temperature
- fire, bomb-threat, explosion, gas or chemical hazard
- social issues e.g. sexual assault, drug use, alcohol abuse.

Critical Incident Team

Chrysalis School has a Critical Incident Team to assist in the prevention and management of critical incidents at School, or off campus. The critical incident team includes; the Education Manager/s, the Board Chair (ex officio) and the Business Manager (as the critical incident team leader).

The Critical Incident Team may also co-opt additional members if the incident requires specialised resourcing.

Due to the unexpected nature of critical incidents, it is possible members of the Critical Incident Team will not always be available. The Critical Incident Team Leader does not require the full team to respond to an incident. If the Business Manager is on leave, that person should nominate another member of the team to act as leader.

Critical Incident Team Responsibilities

With regard to assisting in the prevention and management of critical incidents at School, or off campus, the Critical Incident Team is responsible for the following:

- Risk assessment of hazards and situations which may require emergency action
- Analysis of requirements to address these hazards
- Establishment of liaison with all relevant emergency services e.g. police, fire brigade, ambulance, community emergency services, hospital, poisons information centre, community health services
- 24 hour access to contact details for all students and their families
- 24 hour access to contact details for all relevant staff members needed in the event of a critical incident
- Development of a critical incident plan
- Assisting with implementation of critical incident plans
- Dissemination of planned procedures
- Organisation of practice drills
- Coordination of appropriate staff development
- Regular review of critical incident plans and performance.

Policy Implementation

All staff are to have access to and be familiar with policies and procedures relating to disaster emergency management.

All staff are to have information which outlines actions to follow for various disaster and emergency situations, and are supported to undertake training for specific roles in emergency and critical incident.

Related Policies and Procedures: Critical Incident Management Procedure and Critical Incident Management Plan

Responsible: Business Manager

Review Date: Every 1 year or as legislature dictates

Last Updated: 22 January 2019.