

Critical Incidents

Status: April 2014
Education Sub- Committee

Rationale

Rolling Hills is committed to providing a safe and supportive learning environment for all students. Critical incidents involve harm, damage or threat of harm or damage to staff, students, volunteers, or property.

Aims:

To minimize the risk of any harm happening to staff or students and to manage any harmful incidents in a timely and appropriate manner to maximise the health and wellbeing of staff, students and the wider community.

Guidelines:

School Policy and Advisory Guide
Student Critical Incident Advisory Unit (SCIAU)
Emergency Response Procedures

Implementation:

Critical incidents can include:

- a death in the school involving staff, students or volunteers.
- suicide or attempted suicide by staff or students
- critical illness of staff or student
- serious threat to staff, students or facilities including verbal/physical abuse or threats with a weapon
- allegations of assault against staff
- sexual assault of staff or student on or off the premises
- suspected sexual or physical abuse by staff
- major accidents involving workers or clients
- accusations of illegal drugs in the school or a drug overdose
- major break-ins
- criminal activity of a staff member or a student
- fire
- natural disaster
- significant injury resulting from excursions or camps
- bomb threat

In the event of a critical incident:

- Staff at Rolling Hills will enact our agreed Emergency Management Plan, led by the Principal and Assistant Principal and which allows for co-ordination by other leadership staff in the absence of either the Principal or the Assistant Principal or both.
- Administration Staff **to call 000 or 112 on mobiles** and request the appropriate Emergency Services. When phoning Emergency services, the caller will tell the operator:
 - **What** service is required: **Ambulance, police or fire**
 - **where** the emergency is
 - **what** has happened
 - **what** is being done
 - **when** the incident occurred
 - **who** is calling and what their role is within the school.
- Principal Class Staff to notify the family of the staff or students involved.
- Principal to contact SSS Network co-ordinator (**Currently Greg Hancock at Lilydale Heights College 9735 1133**)
- Remove staff, students and volunteers from the area
- **Employee Assistance Program:** All workers and volunteers affected by any critical issue are encouraged to make use of the free and anonymous Employee Assistance Program via 1300 **361008**
- **Crisis Incident Counselling** can be arranged immediately for those who wish to avail themselves of that service.
- Follow Mandatory Reporting procedures and report sexually related incidents to the **School Critical Incident Advisory Unit**.

Evaluation:

The Critical Incidents Policy shall be reviewed annually with a major review undertaken every 3 years by the Education Sub-Committee of School Council.

References

<http://www.education.vic.gov.au/school/principals/health/Pages/criticalunit.aspx>
<http://www.education.vic.gov.au/school/principals/health/Pages/childprotection.aspx>