

Critical Incidents

Policy Scope

This policy relates to ACC Darling Downs Ltd.

Policy

The purpose of this policy is to define a critical incident and to outline the school's processes for responding to critical incidents.

Table of Contents:

[The Definition of Critical Incidents](#)

[Prevention & Preparedness](#)

[Response to a Critical Incident](#)

[Recovery from the Incident](#)

[Recording of the Incident](#)

[Notification of Critical Incidents](#)

[School Board](#)

[Director-General \(DES\)](#)

[Policy Review](#)

[Policy Version](#)

The Definition of Critical Incidents

A critical incident is defined as one of the following events:

1. circumstances that pose a critical risk to the health, safety or well-being of one or more students or staff;
2. incidents requiring school closure, lockdown, or reduction of number of students or staff attending;
3. death or life-threatening injury of a student or staff member at school, following an incident that occurred while being educated, or through a related school-based activity or circumstance;
4. 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;
5. issuing a formal warning to a staff member or ceasing the employment of a staff member for breach of the staff Code of Conduct suspected to be grooming behaviour.

Prevention & Preparedness

The school has policies and procedures in place to support the prevention and mitigation of critical incidents.

1. Refer to the Risk Management Policy for further information on the identification and management of risks on campus and during off-site activities.
2. Refer to the Child Protection Policy for further information on the procedures in place to prevent abuse.
3. Refer to the Emergency Procedures Policy for further information on issues relating to campus safety.
4. Refer to the Staff Code of Conduct for further information relating to staff behaviour.

Staff Training

1. The Principal is responsible for ensuring that all staff have reviewed the Critical Incidents Policy on an annual basis.
2. The Principal will ensure that the date and time of this review is minuted in the staff meeting notes.

Response to a Critical Incident

When a critical incident has occurred, the Principal will complete the following process in the order listed (or as appropriate as per the context of the situation):

1. contact the WA Police or other emergency service if the particular incident warrants it
2. contact a parent or guardian of any student who has been harmed or threatened with harm
3. determine & implement appropriate communication for all stakeholders including:
 - a. Staff
 - b. Other Students
 - c. The School Community

4. inform the School Board & DES as per the procedure below
5. If appropriate, act as the only point of contact for media

Recovery from the Incident

The Principal will complete the following process in the order listed (or as appropriate as per the context of the situation):

1. determine what action will be necessary to return the campus to normal operation
2. determine if the services of a school counsellor and/or psychologist are necessary for the purpose of assisting members of the school community
3. Implement a review of relevant procedures as per the procedure below

Recording of the Incident

The Principal will maintain a record of the Critical Incident by:

1. ensuring all documentation is maintained and secured as per the relevant policy
2. Completing Attachment 1 - ACC Critical Incident Report Form and also gathering additional information from affected parties
3. Completing the notification requirement as per the procedure below

Notification of Critical Incidents

School Board

1. The Principal will notify the Chairperson of the School Board of any critical and/or emergency school incident(s) as soon as practicable and, in any event, within 48 hours of the incident.
2. The Chairperson will ensure that the school board is aware of the critical incident(s) and that it is minuted in the next board meeting.
3. The Principal will provide an annual summary of critical incidents to the School Board. The annual summary will be minuted.

Director-General (DES)

1. The Principal will notify the Director General (DES) of any critical and/or emergency school incident(s) as soon as practicable and, in any event, within 48 hours of the incident.
2. The Principal will complete the [Critical Incident Report Form](#).
3. The Principal will send the completed form to criticalincidents@des.wa.gov.au

Policy Review

On change of legislation or at the discretion of the School Board of ACC Darling Downs Ltd.

Policy Version

4.0

ATTACHMENT 1 - ACC Critical Incident Report Form

This form is to be used by the Principal for the purpose of understanding the critical incident.

By completing this form I declare that this is a true and accurate recount to the best of my understanding.

Name:	Date:
Address:	Signature:

Please describe the incident/issue/event as you understand it:

ATTACHMENT 1 - CRITICAL INCIDENT REPORT

This form is to be used by the Critical Incident Management Team for the purpose of understanding the critical incident.

By completing this form I declare that this is a true and accurate recount to the best of my understanding.

Name:	Date:
Address:	Signature:

Please describe the incident/issue/event as you understand it: