



# CRITICAL INCIDENT POLICY

## **Rationale:**

- Staff at Cana Catholic Primary School believe that it is necessary to provide pastoral care to their school community in the event of a critical incident. ‘Duty of care’ obligations require that school personnel take all reasonable steps to provide pastoral care and assistance to the school community and effectively manage a critical incident.

**Aims:** ● To manage a critical incident effectively and respond with pastoral care.

- To follow all steps after an emergency as indicated in the Critical Incident Implementation plan.

## **Implementation:**

- Principal confirms incident and collects reliable information. Emergency services are contacted.
- Leadership team is assigned tasks e.g. notifying parents, informing staff, supporting students and communicating with wider community and / or media, legal representatives, agencies etc.
- Principal to communicate with media personnel. Contact with media is to be minimal. A suitable room will be provided for the media press release.
- Coordination areas: assembly points for staff, students and parents; offices for communication and recovery rooms for use by school community.
- Immediate prayer response and support by Parish community.
- Intervention with outside agencies e.g. defusing, debriefing and counselling purposes.
- Communication of sympathy, concern etc to affected school community.
- Assistance to affected school community in form of a letter, resource management.
- Curriculum to be reviewed to year levels affected.
- On-going recovery support by principal and leadership to affected school community.
- Long term monitoring and counselling to those affected.
- Review to evaluate the response and process after one week and then monthly until full recovery.
- Visitation to hospitals, police, home, etc.
- Consultation practices with personnel and organisations.
- Police / Security Guard to restrict access to affected area.
- Restoration of normal school practices as soon as possible to provide a secure and safe environment for the school community.
- Recovery process to be dealt with sensitively.

- Effective communication with school community that includes up to date information.
- Regular staff meetings to review information, answer questions of concern, etc.
- Two way communication between parents and school.
- Provision of mental and physical health support to school community and those in caregiver roles.
- Monitoring of staff for signs of undue stress.
- Completion of Catholic Church Insurance - ‘School Accident Report Book’ and return it to CEO and Catholic Church Insurance ( Book housed in First Aid Room.)

**This policy was last reviewed in 2019.**