

WARRAGUL REGIONAL COLLEGE

CRITICAL INCIDENTS POLICY

October 2016

COLLEGE VALUES

Warragul Regional College has four core values: Community: We take care of each other, Achievement: We strive for excellence, Respect: We respect people and property and Effort: We work hard. We expect all members of our learning community to demonstrate these values everywhere and all of the time.

The college is a leading school in this state in implementing a safe collaborative and inclusive environment with student having a strong sense of belonging, identity, self-worth and voice. Underpinning this commitment is School-Wide Positive Behaviour Support (SWPBS) and membership of the Safe School's Coalition. These initiatives promote health, wellbeing and social inclusion for every member of the Warragul Regional College community.

Warragul Regional College has a zero tolerance for child abuse

RATIONALE

RESPONDING TO A TRAUMATIC OR CRITICAL INCIDENT IN WHICH THE SCHOOL IS INVOLVED:

Warragul Regional College may become directly or indirectly involved in a tragic or traumatic event.

- The incident may involve loss of life, serious injury or emotional disturbance. The incident may occur in the school environment or outside. It may involve staff, students or those close to them. The network of those involved in a traumatic event can be wide, especially if it directly involves the school. Feelings of grief and loss can continue over long periods of time.
- Counselling will be offered for all those who need it. This may include many who do not seem to be closely connected to the event or the individuals involved. The school may be in a position to help grieving families at difficult times. E.g. through the school's participation in the funeral service.
- While school should operate as normally as possible, some degree of flexibility should exist. It is essential that people be given clear, accurate information at all times.

It is essential that a Critical Incident Recovery Team be formed to manage the short and long term effects.

The actions listed below provide a framework for response and would not necessarily be followed in all cases.

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The following 4 principles however must be followed:

- Provision of clear accurate information.
- Description of action to be followed.
- Provision of help for all affected.
- Maintenance of normal school program.

ACTION TO BE TAKEN AS A RESULT OF A TRAGIC / TRAUMATIC EVENT WHICH INVOLVES THE SCHOOL

1. Obtain accurate information. Deal only with substantiated facts.
2. As soon as possible inform staff, especially those most directly involved, and School Council president. Inform close friends and family individually. Allow questions and discussion as they arise. Dispel rumours.
3. Appoint a skilled Support Team to assist in the management of the incident. The team may include staff members, counselors, external DET personnel, support agencies etc. The size and composition of the team will be related to the nature of the incident. Distribute names of Support Team members, and inform others of the role of the team.
4. As soon as possible provide information to the community as to what has happened, and what is being done.
5. The Principal and/or College Council president will deal with all media requirements. A written press release may be useful. If necessary, protect others from contact with the media.
6. Establish an open line of contact with the family or families directly involved.
7. Provide out of school hours contact if necessary. This could be as simple as circulating the Principal's telephone number. In more complex situations it may mean maintaining telephone contact at the school.
8. Continue contact with the family to identify their expectations of the school, e.g. student participation in funeral or memorial service.
9. Try to identify those most likely to need help, e.g. classmates, teacher, special friends.

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10. Ensure that counselling help is available. Contact the Regional Office and/or DET if necessary. All emergency or criminal activity in which the safety or well-being of staff or students is at risk, or where there is a threat to property, must be reported immediately to the **Department's 24 hour Emergency and Security Management Branch on ph: (03) 9589 6266**
11. Continue to keep staff, students and parents informed especially about what has happened and what the school is doing about it.
12. As soon as possible call students together and provide information about what has happened and what the school is doing about it.
13. Provide counselling for all. Ensure that there are suitable places in which this can take place. Be prepared to modify the timetable and other arrangements so that people are free to make use of available help.
14. The class teacher may be the person to whom students first turn for help.
16. Children wishing to attend funerals should be encouraged to do so in the company of their parents. Provide meaningful participation for those not actually attending the service.
17. Continue normal routines at school but acknowledge the effect of tragedy on the school community. Be flexible with those in need of help. Be aware that many people may be deeply affected, e.g. an event may cause a person to recall some traumatic event involving them in the past. The anniversary may also be a difficult time.
18. Maintain links with the family where appropriate.
19. Monitor, be sensitive to, and respond to staff and student's needs over a period of time.
20. Review this process after any significant incident.

EVALUATION

The plan developed from this framework will be reviewed after each critical incident.