



# St. Mary's School Altona

## CRITICAL INCIDENT MANAGEMENT PROCEDURE

St. Mary's School maintains a 'culture of child safety' by actively implementing strategies in accordance with its moral & legal obligations and Victorian Government Ministerial Order 870.

- The aim of this Plan is to support school leadership personnel to meet the unique needs of our school community in the case of an unexpected crisis. To assist us make appropriate responses that will help staff, students, and families to deal with their responses to the crisis, and to return to normal school functioning as soon as possible.
- This plan does not cover emergency response guidelines – provision for emergency responses including evacuation and lock-down procedures can be found in our Emergency Management Procedures.
- Critical Incidents are:
  - any events that render persons or property in danger
  - evoke severe distress
  - disrupt individual and organizational functioning
  - have the potential to leave lasting effects on those involved
- Our Crisis Response Team will be responsible for:
  - policy development
  - prevention measures
  - response procedures
  - identification of tasks
  - roles and responsibilities
  - recovery arrangements
  - review and evaluation.
- The Crisis Response Team will consist of:
  - Members of the School Leadership Team (Principal, Deputy Principal, Religious Education Leader, Learning and Teaching Leader and the Student Wellbeing Leader).
- Where a Critical Incident occurs out of school hours every endeavour will be made to contact all staff prior to them arriving at school (or hearing the news from another source).
  - A 'phone tree' (Appendix A) will be used to ensure that all are contacted.
  - It may be advisable for the Crisis Response Team to have a prepared message to read to ensure that all staff receive the same information.
- The source for this Management Plan is the booklet by Dr Colleen Jackson, 'Towards Healing and Stability after Distressing Events: Critical Incident Management Guidelines for Schools'.
  - (A copy of this booklet is kept on the bookshelf in the Principal's office)
  - Copies of this booklet are available from the following address:  
Outreach Sisters of Charity 68 Oldaker Street (PO Box 368) Devonport Tasmania