



St Francis Primary School Nathalia

Chapel Street (PO Box 66) Nathalia VIC 3638

Tel: 5866 2271 Fax: 5866 2136

ABN: 54 412 713 465



St Francis will provide a child safe environment where all children have the right to be treated with respect and will be protected from harm.

Critical Incident Policy

The Hazard – Traumatic Events

A traumatic event is a situation that evokes deep sorrow or distress due to a powerful shock, or negative experience that may cause lasting psychological effects. A traumatic event may occur from a critical incident or emergency situation within the school such as a fire, hostage or siege situation (refer to our [Emergency Management Policy](#)), through a related school-based activity or circumstance, or even from events occurring outside the school such as a major regional disaster or a death within the school community.

St Francis School's Policy

St Francis is committed to providing a safe and supportive environment for all our workers, students, visitors and guests. Given the diverse nature of possible traumatic events and the variance of potential impacts on members of the school community, it is not possible to establish a single response strategy for all situations. In these circumstances it is our policy to:

- Provide psychological support to all students and staff where they are experiencing, or may be at risk of experiencing, emotional distress in the aftermath of a traumatic event;
- Presume that a traumatic event will occur within the school community and make appropriate preparations to ensure that the school is in the best possible position to respond when the event takes place;
- Establish a Critical Incident Management Team (CIMT) that is trained to respond to emergency situations and to manage the response to traumatic events;
- Ensure that the CIMT will develop a Critical Incident Management Plan for each traumatic event following the guidelines set out in this policy;
- Ensure that the Critical Incident Management Plan is clearly communicated to staff and members of the school community;

Liaise with relevant organisations, external to the school, that may also be involved in responding to a particular situation; and Ensure that all staff receive appropriate briefings to ensure that they are able to carry out their roles in any Critical Incident Management Plan.

Critical Incident Management Team (CIMT)

St Francis has established a CIMT whose responsibility it is to:

- Lead the response to emergency situations;
- Make an initial assessment of the support required by any affected individuals or groups of individuals within the school;
- Develop an initial Critical Incident Management Plan and active relevant responses;
- Determine and implement the most appropriate communications strategy to manage a given situation;
- Ensure that all staff receive appropriate briefings to ensure that they are able to carry out their roles in any Critical Incident Management Plan;
- Ensure staff and student welfare and support; and
- Refine the Critical Incident Management Plan as required where a situation is ongoing.

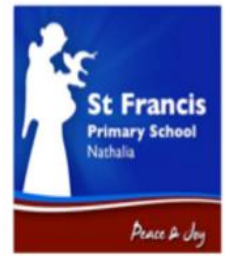


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For more details on the CIMT and key elements of a Critical Incident Management Plan refer to our Emergency Management Team & Response Procedures.

Workers' Responsibility

All workers must follow directions provided to them by the CIMT and other staff members acting at their direction.

Implementation

This policy is implemented through a combination of:

- The development of incident specific policies and procedures;
- Establishment of a Critical Incident Management Team ;
- Establishment of a Critical Incident Management Plan for each relevant event;
- Implementation of a clear communications strategy;
- Staff training;
- Effective incident notification procedures; and
- Initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member breaches this policy St Francis may take disciplinary action.

Related Policies

- Armed Robbery & Cash Handling Procedures
- Emergency Response Policy
- Emergency Management Team & Response Procedures
- Evacuation Procedures Hostage Situation/Siege Policy Lockdown Procedures
- Self-Harming Behaviours Policy Storm Management Policy Suspicious Objects on Grounds Threats Received
- Violent Intruder on Grounds