Catholic College Sale
CRITICAL INCIDENT MANAGEMENT POLICY

1.0   POLICY AUTHORITY

The Board of Catholic College Sale Limited ('the Board') governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of Catholic College Sale (CC Sale). This includes the effective implementation of this *Critical Incident Management Policy* and the compliance obligations outlined herein.

2.0   INTRODUCTION

A critical incident may be an event which causes disruption to an organisation or significant danger or risk, resulting in a situation where staff, students and parents, guardians and/or carers may feel unsafe, vulnerable and distressed, either emotionally or psychologically.

While it is not possible to establish a single response strategy for all situations, appropriate planning and intervention can reduce the likelihood of such events and mitigate the impact should a crisis occur.

3.0   PURPOSE

This policy presents the principles and key procedures that underpin the College's management of critical incidents.

The College has an accompanying *Critical Incident Management Plan* that presents in more detail the systems and processes in place for the management of critical incidents.

4.0   PRINCIPLES

4.1   The College's critical incident planning is premised on the recognition that it is not possible to establish a single response strategy for all critical and unexpected situations. The range of possible traumatic events and the diversity of potential impacts on members of the College community prohibit a single response strategy.

4.2   The College's planned response to a critical incident or trauma is intended to facilitate:

- A strategic response at a time of potential instability;
- Recovery through having established effective plans, preparations, responses and levels of support;
- A quicker return to normal routines;
- A sense of cohesiveness within the College community;
- A sense of responsibility and control over situations which may arise;
- A demonstration of caring and support at a time of great need;
- A minimisation of short-term and long-term disruption to personal and professional functioning;
- The care of the physical and emotional wellbeing of staff and students.

5.0 DEFINITION

Critical Incident: A critical incident may be defined as an event which causes disruption to an organisation or significant danger or risk, resulting in a situation where staff, students and parents, guardians and/or carers may feel unsafe, vulnerable and distressed either emotionally or psychologically. Some critical incidents may result from emergencies occurring outside the school environment, such as serious injury to a student whilst holidaying with family. This may affect teachers and students in ways which the school needs to address. A critical incident may not necessarily require an initial emergency response.

Critical incidents that may affect a school community include:

- the death/serious injury of a student, staff member or school community member
- the destruction of the whole, or part, of the school
- the murder of a student, staff member or school community member
- death or misadventure on a school excursion or camp
- students witnessing serious injury or death
- staff member, student, sibling or parent, guardian and/or carer suicide
- flooding or other natural disasters
- terminal illness of a member of the school community
- use of violent weapons in the school
- outsiders (intruders) coming into school and being aggressive to students and staff
- disappearance of a student or staff member or school community member
- major vandalism
- media coverage of issues in a way which creates concerns in the school community.

Each school community is unique, so what may be considered a critical incident in one community may not be considered a critical incident in another community.

6.0 PROCEDURES

6.1 The College ensures that representative staff attend training and briefings pertaining to critical incident management.

6.2 The College has a *Critical Incident Management Plan* that is reviewed annually. The review includes an assessment of existing and potential critical incident risks.

6.3 The *Critical Incident Management Plan* is clearly communicated to staff members.

6.4 The College has a Critical Incident Response Team (CIRT). Members are responsible for implementing the procedures outlined in the *Critical Incident Management Plan.*

6.5 Critical incident notifications and reports are enacted in accordance with procedures outlined in the *Critical Incident Management Plan.*

6.6 The College uses *the DOSCEL Critical Incident Management and Response Resources* to inform its critical incident procedures.

6.7 When responding to and managing any critical incidents, the College ensures compliance with our obligations under the Child Information Sharing Scheme (CISS), Family Violence Information Sharing Scheme (FVISS) and the Multi-Agency Risk Assessment and Management Framework (MARAM). If, in the event of a critical incident, concerns arise regarding the wellbeing and safety of a student or group of students, or a potential risk of family violence, the College considers whether a request for information should be made or whether any information should be voluntarily provided to another prescribed Information Sharing Entity (ISE) under the CISS or FVISS. Decisions are made in accordance with MARAM assessments.

7.0   LEGISLATION AND RESOURCES

- Child Wellbeing and Safety Act 2005 (Vic.)
- Child Wellbeing and Safety (Information Sharing) Regulations 2018
- Child Information Sharing Scheme Ministerial Guidelines
- Family Violence Protection Act 2008 (Vic.)
- Family Violence Protection (Information Sharing) Regulations 2018
- Family Violence Information Sharing Guidelines
- Multi-Agency Risk Assessment and Management Framework
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- DOSCEL (2017), *Critical Incident Management and Response Resource*

8.0   RELATED COLLEGE POLICIES

- Anaphylaxis Management Policy
- Child Safety and Wellbeing Policy
- Child and Family Violence Information Sharing Schemes Policy
- Duty of Care Policy
- First Aid Policy
- Emergency Management Policy and Plan
- Occupational Health and Safety Policy
- Responding to and Reporting Child Safety Incidents and Concerns Policy (and accompanying Procedural Guidelines)
- Student Health Care Needs Policy
- Visitors on Campus Policy

9.0   MONITORING AND REPORTING

The Board is responsible for monitoring the implementation of this policy and accompanying Plan and for providing reports as required to the members of the company, i.e., the Bishop of Sale and the Provincial of the Marist Brothers Australia Limited (MSA Ltd).

The Principal is responsible for:

- Ensuring compliance with the obligations outlined in this policy and accompanying Plan;
- Assigning authority, responsibility and accountability at appropriate levels within the College for implementation and compliance;
- Providing delegated staff with the direction, support and resources necessary to fulfil the policy and Plan requirements;
- Ensuring cyclic reviews of the policy and Plan and recommending to the Board any revisions that may be required to accommodate changes in legislation and diocesan directives;
- Reporting and escalating concerns, issues and policy and Plan breaches to the Board and working collaboratively with the Board to resolve them.

10.0 APPROVAL

Approved by	CC Sale Ltd Board
Person(s) Responsible	Principal
Date(s) Reviewed or Updated	June 2022
Next Review Date	June 2024