



St John's College

Critical Incidents

Definition

Any event which causes disruption to the College, creates significant danger or risk to staff, students and other members of the College community or causes them to feel unsafe, vulnerable or under stress. It could be any incident that has the potential to harm the reputation of the College or its associated organisations.

Examples of a critical incident may include a tragedy involving a family of the school, serious injury or death, fire in the school, allegations of serious misconduct, major vandalism, suicide, and/or extremely damaging media attention.

Rationale

A critical incident can arise from sudden, unexpected events or a series of events that have a cumulative effect so as to cause danger. Such events can have adverse effects in areas such as learning, occupational performance and family interactions. Therefore, it is necessary for the College to have a policy in place so as to deal immediately with any such incident as it arises so as to reduce its impact. The policy provides a way of responding quickly to any critical incident such that any harmful effects are more likely to be reduced. Anything that is or has the potential to cause a significant harmful effect on the school community needs to be treated as a critical incident and reported to the Principal immediately.

Aims

- To respond promptly and effectively to critical incidents as they arise.
- To reduce the impact of critical incidents which happen at the College.
- To promote the safety and welfare of staff, students and parents of the College by raising the level of vigilance in the school community.

Implementation

The Principal is responsible for the implementation of this policy and therefore the management of any critical incident. If the Principal is not immediately available, the Director of is responsible for its implementation and management.

- Staff and students need to be made aware of procedures, including reporting.
- When a critical incident occurs, keep members of the school community informed of events and aware of follow-up procedures.
- Be inclusive of all who are affected by the incident.
- Inform and seek support from the Chair of the College Board and the Board of Directors
- Access professional support from agencies who are trained to deal with critical incidents.
- The Principal will be the only person to communicate with the Media regarding a critical incident. However, the Principal may delegate this task to a designated spokesperson for the College.
- Keep a record of the incident and the College's response to it.

Evaluation

This policy will be evaluated by the Principal and College Leadership Team biennially.