

STELLA MARIS CATHOLIC SCHOOL

POLICY: CRITICAL INCIDENT RESPONSE PLAN

Kia kaha, kia maia, kia manawanui – Be strong, be brave, be steadfast.

Definition of a Critical Incident: any incident or sequence of events which overwhelm the normal coping mechanisms of the school.

Purpose

1. To respond appropriately to a crisis situation.
2. To have in place clear easy steps to follow for all staff in a crisis situation.
3. To reduce the likelihood of risk to other students or staff.
4. To provide appropriate support for the safety and care of those involved in the crisis situation.

Procedures

1. The principal shall ensure that action is taken in accordance with the attached Managing Emergencies and Traumatic Incidents plan (MoE, 2018), which will be made known to all staff.
2. The plan will be implemented by the Critical Incident Response Team.
3. The composition of this team will be dependent on the nature of the crisis situation and be called together by the Principal.

Possible Composition -

- Principal
 - Board Chair or proxy
 - Appropriate members of staff
 - Parish Priest
 - Appropriate cultural representative.
 - Appropriate representatives of outside agencies.
 - Counsellor –SES Trauma Team if possible
4. In the event of the Principal being unable to fulfill his/her role, an Associate Principal will carry out his/her role.
 5. The Principal will chair the Critical Incident Response Team.
 6. All media releases and external communication will be handled by the Board Chair/Principal.

Policy Review Date

This policy will be reviewed according to the Board's Effectiveness Review Programme.

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Appendix 1

Managing Emergencies and Traumatic Incidents – Nine-step Checklist (MoE, 2018)

<http://education.govt.nz/assets/Documents/School/Traumatic-incidents-and-emergencies/Traumatic-Incidents-Checklist-2018.pdf>