

# St Gerard's School Traumatic Incident Management Procedure

Commitment  
Compassion



Then they cried unto the LORD in their trouble,  
(and) he saved them out of their distresses....  
Psalm 107 13-16

Purpose of Procedure	Legislation reference	Guidelines to be followed	Delegations
<p><i>To ensure the safety and wellbeing of all pupils and staff in the event of a traumatic Incident.</i></p> <p><i>To ensure effective and appropriate action is taken in the event of a traumatic incident or emergency.</i></p>	<p>Health and Safety at Work Act 2015</p>	<p>A Traumatic incident could be:</p> <ul style="list-style-type: none"> <li>● sudden accidental or non- accidental serious injury or death of a child, young person, staff member or family /whanau member</li> <li>● Threats to the safety of students or staff, including the presence of an individual behaving in a threatening manner.</li> <li>● Physical or sexual abuse that impinges on the school</li> <li>● Serious fraud, theft or vandalism</li> <li>● A lost or missing child, young person or bot staff member</li> <li>● Floods, fires earthquakes and other natural disasters.</li> </ul> <ol style="list-style-type: none"> <li>1. <b>The BOT and Principal</b> will initially manage the incident. They will             <ul style="list-style-type: none"> <li>● contact the Incident Management Team-( IMT) BOT chair, principal , Parish Priest , DP and BOT health and safety person</li> <li>● inform the Ministry Dunedin office : Or 0800TI TEAM ( 0800 848 326)</li> </ul> </li> <li>2. <b>The Ministry</b> will support with             <ul style="list-style-type: none"> <li>● -liaison with families,</li> <li>● managing media services,</li> <li>● identifying advisory personnel able to support school.</li> </ul> </li> <li>3. <b>The IMT</b> will ensure that within the first 24 hours:             <ul style="list-style-type: none"> <li>● Liaise with emergency services</li> <li>● Victim support,</li> <li>● Police and other agencies</li> </ul> </li> </ol>	<p>BOT chairperson Principal</p> <p>MOE</p> <p>Incident management team</p>

		<ul style="list-style-type: none"> <li>● systems are in place to identify vulnerable children,</li> <li>● inform parents/ caregivers of these children,</li> <li>● ensure a support plan is in place,</li> <li>● Monitor student whereabouts,</li> <li>● minimise rumour and speculation by ensuring communication systems are effective for keeping parent, teacher and community informed of facts at same time ensuring privacy is not breached</li> <li>● address media requests for information safely and professionally.</li> <li>● Brief staff about incident, provide teachers with prepared information for students</li> <li>● Identify staff needing extra support</li> <li>● Organise relievers etc if needed</li> <li>● Hold a staff meeting at the end of the day to monitor staff wellbeing and update</li> <li>● Evaluate systems and strengthen at the end of the day.</li> <li>● Plan for the next day</li> </ul> <p><b>Principal will :</b></p> <ul style="list-style-type: none"> <li>· Inform students using prepared script</li> <li>· Together with staff, the principal will establish appropriate process for re introduction of student and use of Restorative Practice.</li> </ul> <p><b>4. Teachers will :</b></p> <ul style="list-style-type: none"> <li>● Inform students using prepared script</li> <li>● Monitor students in class</li> </ul> <p>Refer to : MOE Traumatic Incidents: Managing Student and Staff well being. A guide for school crisis management teams 2016 ( maintained in the Principal's office/ health and safety box)</p>	<p>Principal</p> <p>Teachers</p>
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