



CRITICAL INCIDENT POLICY

PURPOSE:

To provide all staff, students and school community members affected by a critical incident with appropriate and adequate response and support measures, including debriefing and counseling.

CRITICAL INCIDENT

Determine if it is a critical incident. This decision will be made by staff/students who have experienced a strong emotional reaction that may effect their mental and physical state and the ability to perform normal activities either at the time of the incident or later.

DEFUSING: to provide all staff directly affected by the incident with an immediate opportunity to discuss their involvement in the incident as a group, or as an individual. Defusing is compulsory and should occur before the end of the working day.

People involved in the incident or the first person told of the incident must take the responsibility to inform the people responsible for the defusing / debriefing. This initial meeting does not deal in any depth with people's reaction to the incident. It helps to gain understanding of how people are affected, provide information about support available to assist recovery and how and where to receive assistance.

DEBRIEFING: Is a structured group or individual discussion, aimed at putting the incident into perspective, ideally occurring within 24 – 72 hours post incident. It provides the facts of the incident and allows the individuals involved to express their thoughts, feeling and emotions. Individual debriefing occurs when someone has not attended the group discussions or someone requires further support.

COUNSELLING: involves a specialist counsellor and the people traumatised by their involvement in a critical incident. It enables the people involved to explore issues and responses to the incident, gain greater understanding and insight, to take active control over their own lives and to resolve issues. Participation in counselling is voluntary and may be initiated by the affected person or by another person with the agreement of the affected person.

PEOPLE RESPONSIBLE FOR DEFUSING:

Principal
Principal's delegate

PEOPLE RESPONSIBLE FOR DEBRIEFING AND COUNSELLING:

Principal
Principal's delegate
Professional Counsellor

A debriefing should be held in an area that ensures privacy and is free from distractions or interruptions.

FUTURE ACTION:

Professional help is offered. Staff can also access the Employee Assistance Program (EAP) 1300 361 008.

EVALUATION:

This policy will be reviewed as part of the school's 3 year review cycle.

Signed	
School Council President	Date
Bob Bextream	
Principal	Date
Leah Willis	

This policy was last ratified by School Council in....

15/08/2016