



Critical Incident Policy

College Mission

Cabra Dominican College is a Catholic School in the Dominican tradition. It strives to provide an environment that nurtures and develops young people's unique gifts: liberating them in the search for truth and empowering them to create a better world. Cabra Dominican College is committed to providing an environment in which all students feel welcomed, safe and valued.

Context

Critical Incidents refer to an event which involves the possibility of immediate or imminent threat, physical and/or emotional distress to Cabra Dominican College staff, students, other workers or visitors. "As a general rule, a critical incident is determined by its impact on individuals and the community as a whole, rather than by any predetermined list of events. Assessment of a critical incident must take into account both the reaction of the individual/s directly affected and the broader members of the school community" (Catholic Schools Operational Guide, 2015). Critical incidents usually occur with little or no warning requiring a substantial and coordinated response on behalf of the College.

Examples of critical incidents include, but not limited to:

- major injury or death of a student, volunteer or member of staff;
- attempted suicide;
- abduction or assault;
- bomb threat, cyber-attack, fire and/or natural disaster (bushfire, earthquake, flood, etc);
- report of a major crime involving a member of the Cabra Dominican College community;
- a significant attack (physical, cyber) on the reputation of Cabra Dominican College.

Policy Statement

Cabra Dominican College is committed to maintaining an environment which is physically and emotionally secure for all members of the Cabra community. Cabra recognises that effective planning, management and rehearsal are the keys to success in the event of a critical incident affecting the College.

Scope

This policy applies to all students, parents/caregivers and is supported by staff working within or for Cabra Dominican College.

Principles

The management of a critical incident at Cabra Dominican College adheres to the following principles:

- the care and protection of students, staff, volunteers and visitors are of utmost importance in the management of any incidents at the College;
- timely and effective communication with the following groups
 - parents/caregivers
 - Dominican Education Australia (DEA), Board of Directors, Congregation
 - Catholic Education Office, Church Office
 - regulatory authorities
 - others as needed;
- effective management of media enquiries to ensure the preservation of Cabra's reputation in the community.

Responsibilities

Students will:

- report any report critical incidents to the Principal or chosen staff member as soon as possible after they become aware of the incident or the possibility that such an incident will occur;
- follow staff directions in a critical incident;
- refrain from using social media platforms and ICT devices to disseminate information regarding a critical incident, unless it is indirect response to their own/others personal safety or permission is granted by the College.

Parents/caregivers will:

- report any report critical incidents to the Principal as soon as possible after they become aware of the incident or the possibility that such an incident will occur;
- refrain from using social media platforms and ICT devices to disseminate information regarding a critical incident, unless permission is granted by the College.

Staff will:

- report any report critical incidents to the Principal as soon as possible after they become aware of the incident or the possibility that such an incident will occur;
- ensure that they are familiar with, and act in accordance with, the Critical Incident policy and procedures;
- ensure that any volunteers or visitors acting under their direction are aware of prescribed procedures;
- in the event of an incident demonstrate models of behaviour which promote the physical and emotional wellbeing of students;
- refrain from using social media platforms and ICT devices to disseminate information regarding a critical incident, unless it is indirect response to their own/others personal safety permission or permission is granted by the College.

Executive Leadership will:

- ensure that all members of the Cabra Dominican College community are informed of the Critical Incident procedures and that appropriate rehearsals are conducted on a regular basis;
- ensure the staff with key roles are adequately trained and supported;
- review procedures following any incident;
- monitor and review the policy in accordance with the moral and legal obligations of the College;
- allocate resources to implement the policy and to facilitate necessary training of staff;
- provide appropriate counselling and support for any staff or student affected by an incident.

Related Documents and References

- CESA First Aid Policy (2017)
- CESA First Aid Procedure (2017)
- Emergency and Critical Incident Management Procedure (10) V2 (2017)
- Suicide Postvention Guidelines (2011)
- Suicide Postvention Preparedness Plan (2015)
- Catholic Schools Management Guide (2015)
- Cabra Dominican College Critical Incident Procedure
- Cabra Dominican College Staff Handbook
- Cabra Dominican College Student Handbook

Policy Title: Critical Incident Policy
Ratified by Executive Leadership: 2018
Policy due for review: 2021