



Critical Incident Policy

1 Context

Critical Incidents usually occur with little or no warning. Such events can harm, or have the potential to harm, student learning and wellbeing, staff safety and wellbeing or community reactions. Against this background, this Policy sets out the substantial and coordinated response to a Critical Incident.

2 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.

3 Definitions

Critical Incident means 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. Examples of critical incidents include, but are not limited to:

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

4 Scope

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

5 Principles

- 5.1 Staff, students and parents/caregivers must ensure that they report any Critical Incident to the Principal as soon as practicable.
- 5.2 The management of a critical incident at Cabra Dominican College will ensure the care and protection of students, staff, volunteers and visitors is prioritised and afforded the utmost importance in the management of any incidents at the College.
- 5.3 The Principal will convene a team to manage and respond to a Critical Incident, which may include professional support from agencies trained to deal with critical incidents.
- 5.4 In assessing a Critical Incident, the Principal and any other response team must take into account both the reaction of the individual/s directly affected and the broader members of the school community.

5.5 Against the background set out in Clause 5.4 above, a key element of the response to a Critical Incident is timely and effective communication, under the direction of the Principal, with the following groups:

- (a) Board of Directors;
- (b) Dominican Education Australia (DEA);
- (c) Catholic Education Office and Archdiocese Church Office;
- (d) parents/caregivers;
- (e) staff;
- (f) students;
- (g) regulatory authorities; and
- (h) others as needed.

Such communication will necessarily balance the community's right to be informed against the right to privacy of people who are directly involved or affected by a Critical Incident.

5.6 The Principal, in consultation with the Board Chair and DEA, will have regard to effective management of media enquiries to ensure the preservation of Cabra's reputation in the community.

5.7 The College will keep a record of the incident, and the College's response to it. This may include written accounts or notes from staff, students, parents/caregivers, or other witnesses as the Principal considers necessary.

6 Related Documents and References

- Cabra Dominican College Critical Incident Procedure
- CSH&W [Emergency and Management Procedure V3.1](#) (2021)
- SACCS First Aid Policy
- SACCS [First Aid Procedure](#) (CSH&W)
- Suicide Postvention Guidelines

7 Revision Record

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