

GLADSTONE PRIMARY SCHOOL

49. CRITICAL INCIDENTS

Rationale

In the event of a tragedy or trauma, we can expect a prolonged stress response in many individuals. This may be difficult to recognise if the shock is widespread and affects those in our school community. Reactions may be irrational. Sensible actions taken in the wake of a trauma have worthwhile outcomes in terms of preventing or limiting the ill effects of the experience. The school will focus on preventing misinformation circulating and on supporting those who are having to cope with loss.

Purposes

- To be prepared to respond rapidly and appropriately for any extraordinary event affecting the school community.

Guidelines

1. All media releases to be handled by the Principal or Chairperson of Board of Trustees. NO OTHER STAFF MEMBER SHOULD RESPOND TO MEDIA REQUESTS. (in accordance with the media guidelines).
2. In the event of any person being unable to fill their role, a replacement will be appointed.
3. If a crisis should occur the following team will meet and evaluate the available information. The Critical Incident Management Team will consist of some or all of:
 - Principal/Associate Principals/Senior Management
 - Chairperson of Board of Trustees
 - Lawyer on standby
 - Property Manager
 - School Administrator
 - Executive Officer
 - Others as the situation calls, such as Representatives of the Maori and Pacific Island Community and other staff
 - Consider external communication professionals

The Principal will chair the Critical Incident Management Team who will prepare a statement informing all staff of essential information and what procedures they should follow. The Critical Incident Management Team will organise all necessary liaison with outside agencies. The school may also consider the appointment of a Communications Support Professional.

Dave Shadbolt _____

(Principal)

Fiona Barker _____

(Chairperson)