

Traumatic Incident Management Procedure

PURPOSES

- To ensure the safety and wellbeing of all pupils and staff in the event of a traumatic incident such as the serious injury or death of a student or a staff member, or other traumatic incident
- To ensure effective and appropriate action is taken in the event of a traumatic incident or emergency

PROCEDURES

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A. Leadership

- a. The Principal, or in the Principal's absence, the most senior member of the teaching staff should assume leadership.
- b. The leader's role is to ensure that appropriate action is taken.
- c. The leader should take an oversight role so as to maintain an awareness of what is happening. He/she should avoid becoming too involved in detailed actions.

B. Initial Actions

- a. Ensure safety of all students and staff
- b. Inform relevant emergency services
- c. Inform key personnel:
 - i. Principal
 - ii. Board of Trustees Chairperson
 - iii. Senior Staff

C. Form a Management Team

- a. Organised by the Principal or an Assistant Principal
- b. Include senior staff, administration staff, Property Manager – may later include Group Special Education representatives
- c. Contact Group Special Education – Tel: (09) 632 9400
- d. Seek cultural assistance to ensure all actions are culturally appropriate

D. Inform all Staff

- a. Ensure information is accurate
- b. In the event of serious incident or emergency
- c. Verify agencies or people directly affected and bear in mind the Privacy Act
- d. Ensure all staff are aware of what is happening, what they should do and what action is being taken. Include teachers, teacher aides, regular guest teachers, administration staff, grounds staff, absent staff

E. Document the Actions Taken

- a. Arrange for someone to keep a record of actions taken

F. Prepare a Written Statement by Principal or Board of Trustees Chairperson

- a. The statement should be written with the audience in mind
 - i. All school personnel
 - ii. Media
 - iii. Families
 - iv. Students
 - v. Board of Trustees
 - vi. Ministry of Education
- b. Ensure the statement
 - i. has accurate information – do not include information you are not sure of in your statement
 - ii. has consistent information
 - iii. avoids distressing detail
 - iv. outlines school support for students which will provide physical and emotional safety
 - v. has cultural appropriateness
 - vi. indicates one point of contact (name/number) for enquiries.
- c. If possible, seek Group Special Education assistance

G. In the Event of Death or Serious Injury

- a. Notify the victim's family that all students will be informed that there has been an incident

H. Media

- a. The Principal or the Board of Trustees Chairperson will speak to the media. If either are not contactable, a senior leader will take responsibility.

I. Plan Whole Staff Meeting

- a. As early as possible to tell staff:
 - i. what they need to know about the incident
 - ii. what they can say and to whom
 - iii. about assistance available to staff and students
- b. To ensure teachers have skills to manage assistance put in place for students for whom they have concerns

- J. **Organise a System to Monitor Students**
 - a. For changes in behaviour in all settings – class, playground, trips
 - b. Causing concern – you may need to contact their parents/families

- K. **Ongoing Traumatic incident management**
 - a. Internal communication
 - b. Student well-being
 - c. Staffing issues
 - d. Liaison with victim’s family
 - e. Communication with the wider community