



**SAINT HELENA'S**  
CATHOLIC PRIMARY SCHOOL

*Something Beautiful for God*

**PROCEDURES FOR CRISIS  
MANAGEMENT PLAN**

### Aim

The aim of this procedure is to guide the response to incidents or mitigate the impact of an incident should it occur

Sources of Authority	
CECWA Policy	Community
Executive Directive	Incident and Crisis Management

### Scope

This procedure applies to the Leadership Team, Crisis Management Team and all staff

### Procedure

## PROCEDURES

It is essential throughout the management of the crisis that the following procedures are adhered to and that all instructions from the Principal or their delegate are obeyed immediately and in full. Where necessary and at the direction of the Principal or their delegate, additional support may be sought from staff of the Catholic Education Office.

1. At the onset of the crisis the staff member must:
  - 1.1. Establish the nature of the crisis
  - 1.2. Stabilise the situation
  - 1.3. Immediately notify the Principal or their delegate via telephone, another staff member or, as a last resort, by a responsible child. The notification should include:
    - 1.3.1. nature of the crisis
    - 1.3.2. degree of urgency
    - 1.3.3. location of the crisis
    - 1.3.4. name and age of those involved
    - 1.3.5. staff and/or parent support already on site
    - 1.3.6. Upon arrival of the Principal and/or their delegate, they are to be notified of all matters relevant to the crisis.
2. Having established the nature of the crisis the Principal or delegate will assess the crisis to determine:
  - 2.1. The risks
  - 2.2. The situational needs
  - 2.3. Which service, if any, is required – e.g. police, fire or ambulance
3. If emergency services are required, the principal or delegate will nominate someone to call the Emergency Services as necessary and commence First Aide or other intervention as required
4. The person calling the authorities shall:
  - 4.1. Call 000
  - 4.2. Ask for the authority nominated by the Principal
  - 4.3. Tell the operator: The school address
  - 4.4. Inform of the closest access point, e.g. main driveway off Fortescue Place

- 4.5. Description of the problem or incident
- 4.6. What support is required
- 4.7. Other requested information
- 4.8. Notify the Principal in person or by phone of the expected time of arrival of the service and any advice received from the service.
5. The Senior Administration Officer will, upon instruction from the Principal or delegate, notify the victim's/casualty's parents and arrange for required school gates to be opened to allow access to service vehicles if attending.
6. An Assistant Principal will allocate a staff member to the appropriate gate to direct the service vehicle/s upon arrival, directing all involved staff to wear a high visibility vest for easy identification.
7. An Assistant Principal will direct students not involved in the crisis away from the immediate area to a classroom or other area and will ensure all students are under the supervision of staff. Duty of care requirements will be maintained at all times.
8. If the victim/casualty requires hospitalisation and a parent is not on site, the Principal or delegate will travel with the child to the hospital until the parent arrives.
9. When possible, the Principal or delegate will inform all staff of the crisis including details of the current status. The Principal or delegate will inform staff of what information is to be provided to the students and parents and by whom.
10. The Principal or delegate will remain available to all parents to ensure accurate information is disseminated and panic averted.
11. For the purposes of Standard 7 of the *Registration Standards and Other Requirements for Non-Government Schools in Western Australia*, effective January 2020, the following are reportable incidents:
  - 11.1. The death of a student or staff member at school or during a school-related activity or following an incident at school or during school-related activity.
  - 11.2. An incident involving injury, illness or trauma to a student or staff member at school or during a school-related activity requiring ambulance or hospital attendance.
  - 11.3. An incident requiring a police or other emergency services response when a student appears to have been taken or removed, or goes missing and cannot be accounted for, from the school or from a school-related activity without proper authority.
  - 11.4. An incident requiring the school to be locked down or to evacuate staff and students, or reduce the number of students or staff attending, or to close for any duration for health or safety reasons.
  - 11.5. Issuing a formal warning to or ceasing the employment of a staff member for a breach of the Code of Conduct suspected to have involved grooming behaviour.
  - 11.6. The receipt of a complaint or allegation of child abuse, including but not limited to sexual abuse, committed against a student;
    - 11.6.1. by a staff member or another student; or
    - 11.6.2. by another person on the school premises or during a school-related activity; whether the abuse is alleged to have occurred recently or in the past.

In the event of any of these incidents occurring, the Principal or their delegate will complete the Department of Education Reportable Incident Notification Form (see Appendix 1) and send to their Employment and Community Relations Consultant at CEWA Ltd within 48 hours of the incident occurring (or within 48 hours of learning an incident of a reportable nature has occurred). The ECR Consultant will forward the form to the Executive Director of CEWA Ltd who will submit it to the Department of Education on behalf of the school. The school will retain a copy of this form for their records and record the particulars on the incident register.
12. The Principal or delegate will determine and inform relevant CEWA personnel.
13. The Principal or delegate will keep staff abreast of any associated developments.
14. The Social Worker will provide guidelines about handling student and adult reactions and referring distressed members of the community.

15. No staff member may speak to the media. This role remains solely that of the Principal or delegate. If contact is made, all media agencies are to be told: "The Principal is unavailable, and all enquiries are to be directed to the Catholic Education Office".

This Policy will be reviewed by the Crisis Response Team following each crisis.

Authorised by	Lina Bertolini	Signature:	
		Date:	20/10/2021
Effective Date:	1/01/21	Next Review:	Term 4 2022