



Management Policy for Serious Incidents and Emergencies

Korowal School takes seriously its duty of care regarding the management of serious incidents and emergencies. To this end all staff members are made aware of the appropriate procedures and responses. Where appropriate parents and/or emergency services are contacted.

Procedural Guidelines

Wellbeing

The following steps are to be implemented in cases of violent physical aggression, or other forms of severe harassment that occur spontaneously or in cases of repeated incidents of a more or less minor nature.

For bullying refer to guidelines attached to Wellbeing Policy.

Before taking action at least two teachers must confer, preferably the Class Teacher(s) and a member of Executive.

The Steps

After providing medical / pastoral care:

1. Immediate separation of students involved and removal from situation
2. At least two teachers confer, preferably the class teacher and a member of Executive
3. Prevent reprisals/escalation
4. Contact parents
5. Discuss in class if appropriate
6. Resolve dispute. Failure to obtain a satisfactory outcome in step 6, or on a repeat offence, go to step 9:
7. Follow up with parents
8. Complete incident form
9. Long suspension. In cases of an extreme nature proceed to step 10:
10. Expulsion

Police involvement

If the possession of weapons is involved, the School will notify the police liaison officer, who will determine the course of action together with the Principal.

In case of an actual assault, the Principal is required to notify the police.

Bag Searches

In case of a strong suspicion, student bag searches may be conducted. The Principal will inform the parents before doing so and ensure the presence of a witness while bags are searched.

Emergency

Alarm: **WHISTLES**

(for anything other than fire)

In the event of a perceived threat, our policy is to manage the situation in such a way that the least possible number of people are at risk. It is understood that it may not be possible to protect everybody. To this end, teachers will endeavour to get students and visitors into the nearest room. A whistle/whistles will be used to raise the alarm.

NB To use whistle as part of emergency procedure, blow 3 sharp, short blasts.

Closure of School at Short Notice

The following arrangements apply if the School has to be closed at short notice, especially once the School day has begun.

Because each situation must be handled on its merits, depending upon the time of day, information from police, availability of buses, etc, there can be no hard and fast rules. However, every parent must know that under no circumstances would any child be left at School alone.

High School children are sent home without parental contact unless we are informed in writing that this is not a suitable arrangement.

Children who travel by public transport are taken by bus to the train or are supervised to normal bus runs (provided these are still running). We always try to close the School before interruptions to transport occur, though some parents may find the roads already closed despite this. Children in these circumstances are kept at School until suitable arrangements are made.

Parents help in emergency situations by:

Making sure contact phone numbers held by the School are accurate.

Listening to the radio or checking on the Bureau of Meteorology website if the weather looks threatening, or bush fire warnings have been issued or snow has been predicted for the Central Tablelands.

Making sure their children are reassured about what to do.

Attempting to get children home as soon as possible (staff, too, have home responsibilities).

Taking a child who is stranded (eg no one meets him/her at the station) home and urgently contacting the parent and School.

Making sure older children understand they will go home unless they inform the School that this will not happen for some special reason.

Critical Incident

The School has a Critical Incident Management Plan. The Plan is designed to assist the School deal with a critical incident such as

a death of a close member of the community,

fire damage to School buildings,

major acts of vandalism,

natural disasters.

The plan is designed to

provide an optimal response during a time of instability

aid recovery

facilitate return to normal routines

provide a sense of cohesiveness in the School community

provide care and support for individuals

Policy reviewed	October 2016
Next review	October 2018
Principal's signature: 	