SPOTSWOOD COLLEGE

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Managing Emergencies and Traumatic Incidents

Rationale:

Spotswood College is committed to maintaining a safe and healthy environment for all staff and students. Schools have a responsibility to ensure that learning environments are emotionally and physically safe for children and young people. Schools have a responsibility to be prepared to deal with emergency situations and traumatic incidents that could impact on students, staff and visitors to the school.

A Traumatic incident in a school context is defined as:

- cause sudden and/or significant disruption to the operation, or effective operation of the School and their community
- have the potential to affect a large number of children, young people and staff
- create significant dangers or risks to the physical and emotional well-being of children, young people and people within a community
- attract media attention or a public profile for the school as a result of the incident.

This policy aims to ensure the best possible outcomes for students, staff and the community should a traumatic incident occur. It attempts to assist students, staff and the community to return to normality as quickly as possible following such an incident.

This policy should be read in conjunction with the "Traumatic Incident Procedures".

Guidelines:

- 1. A **Trauma Management Plan** identifying the types of crisis event the school could realistically encounter must be developed and the response required (including communications and how to return the school to "normal".)
- Plans shall be established stating clear guidelines, roles, responsibilities and duties for those involved in the management of a traumatic incident. The plan should also identify other policies and guidelines that are required to support effective trauma management.
- 3. At least once per year School Management shall run a Trauma Exercise or Drill, based on the plan, to familiarise all groups involved with Trauma Management and based around one of the identified scenarios. Such exercises shall be debriefed, recorded and any improvements required, identified and actioned.
- 4. Management will identify and implement any specialist or general training required for individuals who fulfil roles in Trauma Management within the school.
- 5. In the event of a Traumatic incident the Principal must notify the appropriate emergency services, the Ministry of Education and the Board of Trustees Chairperson.

Conclusion:

Ensuring the Health & Safety of students, staff and approved visitors to the Spotswood College campus is paramount during and after a traumatic incident, the successful development and

| implementation of a comprehensive "Traumatic Incident Management Plan" will greatly improve outcomes for everyone involved. | | | |
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| Approval: | | | |
| When the Board approved this Policy it agreed be made, except with the majority approval of the | | s Policy or amendments to it co | uld |
| Approved by the Board of Trustees on 27 July, | 2015 | | |
| Signed on behalf of, and with the authority of the | e Board | | |
| Board Chairperson or |)(D | Pate) | |
| Due for Review: July 2018 | | | |
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