

2.9 CRISIS PROCEDURE

INTRODUCTION

Lindfield Montessori School is committed to creating and maintaining a safe environment for both children and staff. Whilst all care is taken it is recognised that critical incidents can occur at any time.

Examples of critical incidents are:

- Death of a student or staff member
- Tragedy on an excursion or on the way to and from school
- Floods and fires
- Allegations of misconduct involving children or teachers
- Criminal activity involving school staff or on school premises
- Bomb threats

The school has a clear duty under Work Health and Safety legislation to care for staff that may need counselling as a result of their work duties. The school also has a clear duty under Common Law to care for the wellbeing of its children in situations where their presence at the school is a contributing factor in the need for help.

MANAGING CRISES

There are 3 main aspects in the management of crises

- Making suitable preparations, such as procedures to be followed in the event of a crisis
- Implementing those procedures in a sensitive manner to minimise trauma
- Providing specialist intervention

SCHOOL RESPONSIBILITY

Lindfield Montessori School will ensure that:

- Appropriate confidentiality is always maintained.
- Staff are aware of any mandatory requirements for reporting child information (Child Protection Act 1998 and amendments).
- Staff are aware of the evacuation procedure in the case of an emergency.
- Emergency telephone numbers are displayed in the classroom and in the office.
- Student contact telephone numbers and details are available in the office and the First Aid bag
- At least one staff member holding a current First Aid Certificate and current and approved management of asthma and management of anaphylaxis certificates will be on duty at all times.

- Specialist personnel are available to deal with crisis situations and provide follow up care as necessary.
- There is a written report of the incident and written follow up reports as necessary.
- The Nominated Supervisor is made aware of any situation that is critical and makes the initial contact with relevant people e.g., parents and/or government bodies. If the Nominated Supervisor is not present, the Certified Supervisor is to initiate the communication with the parents or emergency facility. The Nominated Supervisor is to be contacted prior to any statements being made to external bodies.
- The Nominated Supervisor advises all necessary external bodies and is the direct contact with media and external authorities.
- All employees will be screened prior to permanent employment. Child Protection (Prohibited Employment) Act 1998.

STAFF RESPONSIBILITY

- Staff will support and cooperate with specialist staff responsible for carrying out the objectives of this procedure.
- In the event of an internal investigation, upon receipt of an allegation against an employee, the employee will cooperate with the Ombudsman or delegate.
- Staff have access to the procedure for internal investigations as determined by the (State) Independent Education Union or relevant body. The Nominated Supervisor is to be available for further information.

PARENT/GUARDIAN RESPONSIBILITY

- Parent to notify the school via the Nominated Supervisor and/or the Class Directress of any situation within their family that they consider of importance to their child's welfare whilst at school.
- Parents to ensure that their emergency contact details are updated with the school as necessary.
- Parents are to maintain confidentiality and follow the correct procedure should a complaint be made involving a staff member or an employee of the school. The procedure for such an investigation is clearly defined under the Child Protection and Community Services Act of 1998.

WRITTEN REPORTS

The format of a written report is determined by school procedures or those of the investigating organisation.

CONCLUSION

The school places a very high priority on its efforts to protect all children in its care from any harm or abuse and to protect staff from mischievous and false allegations.

PROCEDURE REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
November 2021	Updated copy	2023