



FRANKSTON HIGH SCHOOL

CRITICAL INCIDENT RECOVERY POLICY AND PLAN

Approved March 2019
Reviewed 2020

POLICIES AND PROCEDURES

Responding to a Traumatic or Critical Incident in which the school is involved

Frankston High School may become directly or indirectly involved in a tragic or traumatic event.

The incident may involve loss of life, serious injury or emotional disturbance. The incident may occur in the school environment or outside. It may involve staff, students or those close to them. The network of those involved in a traumatic event can be wide, especially if it directly involves the school. Feelings of grief and loss can continue over long periods of time.

Counselling should be provided for all those who need it. This may include many who do not seem to be closely connected to the event or the individuals involved. The school may be in a position to help grieving families at difficult times, e.g. through the school's participation in the funeral service.

While school should operate as normally as possible, some degree of flexibility should exist.

It is essential that people be given clear, accurate information at all times. It is essential that a Critical Incident Recovery Team be formed to manage the short and long term effects.

Action to be taken as a result of a tragic/traumatic event which involves the school

- Incidents vary in complexity. These guidelines provide a framework for action and would not necessarily be followed in all cases. However, the following 4 principles must be followed:
 - Provide clear, accurate information
 - Describe the actions to be followed
 - Provide help for all affected
 - Maintain a normal school program as close as possible
- Obtain accurate information. Deal only with substantiated facts.
- As soon as possible inform staff, especially those most directly involved. Inform close friends and family individually. Allow questions and discussion as they arise. Dispel rumours.
- Appoint a skilled Critical Incident Recovery Team to assist in the management of the incident. The team may include staff members, International Student Coordinator (if appropriate), Student Wellbeing Team, psychologists, counsellors, external DET personnel, support agencies etc. The size and composition of the team will be related to the nature of the incident. Distribute names of the Critical Incident Recovery Team members, and inform others of the role of the team.
- As soon as possible provide information to the community as to what has happened, and what is being done.
- Provide direction and support to General Office staff
- Provide a dedicated phone line for inquiries
- Appoint a skilled Critical Incident Recovery Team member to respond to media enquiries. A written press release may be useful. If necessary, protect others from contact with the media. Advice regarding this may be obtained from the DET Emergency Communications Centre and the DET Media Unit.

- Establish an open line of contact with the family or families directly involved. With International Students and Exchange Students, an interpreter may be required. It will be important to stay in contact with the homestay/host family as well as the international family.
- Provide out of school hours contact if necessary. This could be as simple as circulating the Principal's telephone number. In more complex situations it may mean maintaining telephone contact at the school.
- Continue contact with the family or families to identify their expectations of the school, e.g. student participation in funeral or memorial service.
- Try to identify those most likely to need help, e.g. classmates, teacher, special friends. Some students not directly affected may become distressed.
- Ensure that counselling help is available. Contact the Regional Office and/or DET if necessary. All emergency or criminal activity, in which the safety or well-being of staff or students is at risk, or where there is a threat to property, must be reported immediately to the Department's 24 hour Emergency and Security Management Branch on **1 800 126 126**
- Continue to keep staff, students and parents informed, especially about what has happened and what the school is doing about it.
- As soon as possible call students together and provide information about what has happened and what the school is doing about it. A follow up email home may be appropriate.
- Provide counselling services for all. Ensure that there are suitable places in which this can take place. Be prepared to modify the timetable and other arrangements so that people are free to make use of available help.
- The class teacher may be the person to whom students first turn for help.
- Students wishing to attend funerals should do so in the company of their parents. Provide meaningful participation for those not actually attending the service.
- Continue normal routines at school but acknowledge the effect of tragedy on the school community. Be flexible with those in need of help. Be aware that many people may be deeply affected, e.g. an event may cause a person to recall some traumatic event involving them in the past. The anniversary may also be a difficult time.
- Maintain links with the family.
- Be sensitive to staff and students' needs over a period of time.

Links and Appendices (including processes related to this policy)

Links which are connected with this policy are:

- [DET Emergency Management Planning](#)
- [Emergency and Critical Incident](#)
- [Headspace School Support](#)

Appendices which are connected with this policy are:

- Appendix A: Critical Incident Recovery Plan (CIRP)
- Appendix B: Critical or Traumatic Incident Plan – First 24 hour Short Term Tasks
- Appendix C: Critical Incident Plan in Relation to Exchange or International Students
- Appendix D: Emergency Message Record Form – Template

Evaluation

Evaluation of the Plans will follow any critical incident at the school. This evaluation will involve the Critical Incident Recovery Team meeting in a timely manner after the incident. During the meeting, a discussion will be held about existing processes and whether any changes are necessary to

improve the school's response to traumatic events. If changes are necessary, next actions will be considered and appropriate qualified staff assigned to each task.

Appendix A

Critical Incident Recovery Plan (CIRP)

Responsibilities and Procedures

Plan Statement

This Plan is an integral part of the Emergency Management processes of the school.

Implementation

The Recovery Team will be responsible for coordinating and implementing the Plan (refer to composition of the team).

It will need to consider:

- Establishing the facts as soon as possible
- Developing an action plan of short, medium and long term tasks
- Contact with the Department of Education and Training (DET)
- Contact with the International Education Division (IED) and with the Victorian Registration and Qualifications Authority (VRQA)
- Liaising with external bodies including the media
- Communicating with the whole staff as soon as possible
- Meeting with staff both as a whole and with individuals or groups for debriefing
- Communicating with the student body
- Meeting with students in groups or individually for debriefing
- Contacting parents/guardians
- Short term and long term counselling requirements for groups or individuals

The relevance of each of the above will depend on factors such as the nature and magnitude of the incident, the intensity of the impact on the Frankston High School community and the number of people affected.

Debriefing

Critical Incident Stress Debriefing has three components:

- Initial discussion about feelings and an assessment of the intensity of the stress responses
- Detailed discussion of signs and symptoms of stress responses
- Closing stage - provides overview and information with referral to an outside agency if required

The Recovery Team will assist the Principal to facilitate the recovery of staff and students and those of the School community affected by the critical incident.

The debriefing meeting of the Recovery Team should include a mental health professional and one peer who were not involved in the incident.

The Recovery Team will decide the structure and composition of debriefing meetings; such meetings should be held within **eight hours** of the critical incident. These meetings will review the impressions and reactions of the persons involved during or following the incident.

The Principal or their nominee and a Regional Guidance Officer will initially provide counselling support and referrals for students and their families.

Review

The Recovery Team will meet to review the implementation of the Critical Incident Recovery Plan within **seventy two (72) hours** of the critical incident.

As part of the Critical Incident Recovery Plan, the Principal will set up a Recovery Team at the beginning of each year.

Following a critical incident, the Principal will convene the Recovery Team as soon as possible.

The composition of the Recovery Team will be:

- The Principal
- The Assistant Principals
- Student Wellbeing Team
- International Student Coordinator (if applicable)
- Other staff as appropriate
- As necessary, psychologists, counsellors and DET personnel

The Principal will convene the Recovery Team once each semester to review planning and strategies for the Critical Incident Recovery Plan.

Evaluation

Evaluation of the Plans will follow any critical incident at the school.

Appendix B

Critical or Traumatic Incident Plan – First 24 hour Short Term Tasks

Responsibilities and Procedures

Emergency Record

Record Information

- Nature of the incident
- Location of the incident, number and names of persons involved
- Name of the person reporting the incident
- Time incident reported
- Contact telephone number if away from school

Verify all Details

- Confirm that the information given about the event is accurate
- Record the incident
- Notify principal workplace coordinator
- Ensure emergency services have been called notify the department's 24 hour emergency communications centre on **(03) 9589 6266**

Ensure Students and Staff are Safe from Harm or Injury

- Student Managers and Year Level Coordinators cordon off any 'crisis' area and keep Students away from there
- Manage the grounds while staff are briefed and ensure media do not intrude
- Check corridors, toilets etc. For stray students - try to prevent students leaving on their Own particularly if distressed
- Send all very stressed students to the Recovery area in the Library
- Ensure that students do not make hysterical calls out of school
- Ensure the school continues as normally as possible

Establish Critical Incident Recovery Team

The composition of the Recovery Team will be:

- The Principal
- The Assistant Principals
- Student Wellbeing Team
- International Student Coordinator (if applicable)
- Other staff as appropriate
- As necessary, psychologists, counsellors and DET personnel

Allocate Responsibilities

- Emergency message register
- Emergency contact list
- Evacuation and assembly of staff and students
- Cordon off area of 'crisis'
- Establish a support team and communications centre to:
 - Manage information and phone calls
 - Coordinate media requests for information

- Provide information to parents arriving at school
- Coordinate routine school activities – maintain where practical
- Notify students, staff and ancillary about the emergency
- Notify parents first, and then siblings in the school
- Establish a recovery room and supervisor for affected students
- Establish a waiting room for parents
- Inform students
- Inform school council
- Inform school community by newsletter
- Monitor school community's reactions
- Liaise with outside agencies and emergency services
- Brief key personnel and review responses

Recovery Room(s)

Set Up Recovery Room

- Set up Library, Conference Room and if necessary the Staffroom
- Separate room for staff counselling
- Empty adjoining rooms if possible and relocate to other rooms
- Screen windows
- Have available pens, texta's, paper, tissues, calming music, colouring in book, chocolate

Appoint Recovery Room Supervisors

- Student Wellbeing Team and/or DET Counsellors

Recovery Room Supervisors' Responsibilities

- Keep calm
- Monitor students for shock reactions, provide first aid if necessary
- Encourage students to gather in small friendship groups rather than bigger ones
- Keep a list of students attending the recovery room
- Give the students a task to undertake such as making a card or writing a letter
- Contact parents of students who remain in the recovery room and alert them to possible concerns

Informing Staff

- Provide teachers and educational support staff with a brief outline of the incident
- Restate to ensure that staff understand and it sinks in
- Outline recovery management arrangements
- Discuss procedures to be followed by staff during the day
- Discuss the general procedures that critical incident team will be following
- Discuss guidelines for informing students and ways of answering questions from them
- Give staff time to discuss this among themselves
- Provide a brief factual outline to others in the community on a need to know basis
- Inform staff as soon as possible about a serious emergency involving death or injury which occurs after hours, on the weekend or during the school holidays
- Inform staff as soon as possible about arrangements for holding a brief meeting before informing students at the start of the next school day
- Review with staff afterwards any issues and needs
- Provide staff with contact numbers for counselling or support services for themselves

Informing Students

Principal or Senior Staff

- Contact the bereaved family or police to ascertain what information may be released within the school
- Prepare a written factual statement, without graphic detail, for use as a reference by teachers when discussing the incident with students
- Determine whether to tell students about the incident at a whole school assembly, by year levels or individual classes, depending on the nature of the incident
- Discuss with teachers who feel uncomfortable raising the event with students and arrange for support from another teacher or a member of the recovery team
- Identify staff who may be too distraught to take classes and arrange replacements
- Inform students soon after briefing staff
- Ask teachers to mark a roll to identify who has been informed and who has not

Campus Principals

- Provide a factual account of the incident at the beginning of the first class in a way that ensures all students hears the same information
- Limit speculation and rumours
- Inform students about arrangements of counselling and recovery rooms
- Inform students about arrangements for services, and appropriate ways to express condolences
- Outline the arrangements for the day

Notifying Close Friends

- Notify close friends especially girlfriends and boyfriends prior to making an announcement to other students
- Take these students aside when they arrive at school and inform them privately
- Consider contacting their parents
- Ensure individual attention is given to intimate friends who are likely to have special needs beyond those of other students

Communication Centre

Organise the following to be on hand:

- Telephone - dedicated line in case of jamming by incoming calls
- Telephone message if necessary
- Message records
- Phone lists
- Rolls
- Excursion list
- Timetable
- Maps
- Computer and printer
- Photocopier
- Displan instructions

Media Coverage

- Nominate a media coordinator, prepare the School Council President and Principal to provide on camera interviews
- Contact DET Media Unit on (03) 8688 7776.
- Prepare a three paragraph report:
 - Briefly outline the facts
 - Outline what the school has done to assist those affected
 - Outline support and recovery arrangements
 - Include a name and contact number for the school media coordinator
- Liaise with the family about any statements made to media
- Exclude discussion of policy matters, limit comment to the emergency and the school response
- Set rules for persistent media
- Keep a record of media enquiries
- Offer scheduled interviews in return for media commitment not to seek uninvited access to staff, students, parents
- Negotiate accepted areas for filming e.g. School boundary and not within
- Check that information provided does not conflict with court requirements or police proceedings
- Anticipate renewed interest arising from anniversaries, court proceedings

Long Term Actions

- Monitor and support members of the school community, particularly on significant dates such as anniversaries
- Consider longer term intervention activities such as counselling or specialist support
- Reconvene key people at regular intervals to review the school response and effectiveness of planning arrangements
- Review the school emergency management plan in light of experience gained
- Consider a ritual of marking significant dates after discussion with family
- Prepare for legal proceedings if necessary
- Remove students' name from the roll if deceased
- Consider article in school magazine

Reference

- DET's *Managing School Emergencies - Minimising the impact of trauma on staff and students*



Managing School
Emergencies Booklet.

Appendix C

Critical Incident Plan in relation to Exchange or International Students

Definition of a Critical Incident

The definition of a critical or traumatic incident for Exchange students and International students would be broader than that for a local students as the school would need to act in the role of parent/guardian. Being arrested or detained by the police or other authorities, having criminal charges laid against the student, engaging in criminal behavior, becoming seriously ill or pregnant, death of a member of the immediate family, threatening harm to him or herself, being threatened with violence are all examples of critical or traumatic incidents which would impact on an Exchange or International student in a more complex way than on a local student.

Host Family/Homestay Family

Although the school's Critical or Traumatic Incident policy would still apply, special consideration must be taken to ensure the student's family overseas and the host family or homestay family are kept well informed of the actions being taken. This may require the use of an interpreter.

Recovery Team

As mentioned in the Critical Incident Policy, incidents vary in complexity and the guidelines provide a framework for action. The actions would be determined by the Recovery Team which would include the Director of the International program and Exchange program and either the International Student Coordinator or the Exchange Student Coordinator. The Recovery team would then proceed to implement the Recovery plan as appropriate for the incident. The International Education Division (for International students) and the VRQA (for Exchange students) would be notified as part of step 1 in the Critical Incident Recovery Plan (Appendix A). If required, an interpreter would be available to the student throughout the process to ensure that he or she understands what is happening and can clearly express their concerns or fears and ask any questions.

**Appendix D
Emergency Record Form – Template**

Date: .../.../.....

Time of notification: : am/pm

Name of person taking the call

Position:

Name of person reporting the incident

Contact telephone number

Details

Describe:

Where everyone is now

.....
.....
.....

What action is being taken to help?

.....
.....
.....

Who:

When:

Where:

How:

Nature and extent of injury:

.....
.....

Immediate Actions Required

Principal notified? 0417 144 265 Yes Time:: am/pm
Other school staff? Yes Time:: am/pm
Emergency Services notified? 132 500 Yes Time:: am/pm
Emergency & Security Management notified? Yes Time::..... am/pm
(03) 9589 6266

Emergency Contact Telephone Numbers

POLICE 000
AMBULANCE 000
FIRE BRIGADE 000
STATE EMERGENCY SERVICES (SES) 132 500
LOCAL HOSPITAL Frankston Hospital 9784 7777
REGIONAL DIRECTOR Stephen Gniel 8765 5747
**AREA EXECUTIVE BAYSIDE PENINSULA
Simon Hamilton 8765 5735 0437 857 464**
EMERGENCY SECURITY MANAGEMENT (03) 9589 6266

Emergency Message Record Form

Time: ____ ____ : am/pm

Message from:

.....

.....

Action required? Yes No

If 'YES', please detail:

.....

Completed

Message taken by:

.....

Emergency Message Record

Time: ____ ____ : am/pm

Message from:

Action required? Yes No

If 'YES', please detail:

.....

.....

.....

Completed

Message taken by: