

Yanginanook Ltd. trading as Yanginanook School. ABN 18 002 621 730

SERIOUS INCIDENTS POLICY

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1. Objective

To ensure that adequate responses are made in the event of a serious incident at the School or while on a School excursion.

2. A Serious Incident

2.1 Definition

A serious incident is defined as an incident that causes severe impact, such as significant disruption to the school routine, an emergency management situation, loss of a sense of control, or threat to the safety of students and staff. It may be sudden or protracted, extremely dangerous, involve police or emergency services personnel, and generally be outside the normal range of experience or expectation of the people affected. It may attract negative media attention or a negative public profile for the school or the Association of Independent Schools or Christian Schools Australia.

2.2 Examples

- Violence or serious physical assault;
- Serious medical, physical or psychological injury requiring urgent professional medical treatment or hospitalisation;
- A siege/hostage situation;
- Criminal/terrorist activity;
- Disappearance or suspicious removal of a student;
- Natural disaster – bushfire, flood, earthquake, severe storm;
- Internal fire/smoke - explosion, electrical fault, deliberately lit;
- Severe chemical hazard or dangerous gas leak;
- Major vandalism;
- Weapons, blades or other sharp instruments;
- Use or supply of drugs;
- Sexual assault, whether by staff, student or other person on school property;
- A bomb threat;
- Lockdown, evacuation or temporary closure;
- Death or attempted suicide;
- The presence of emergency services (police, fire brigade, ambulance, SES) on site because of an incident, or the presence of police who are in pursuit of offenders thought to be on Yanginanook property;
- Unfavourable media or community attention, including major complaints or criticism of Yanginanook activities, programs or curriculum;
- Loss of a student on an excursion; or
- Death of an animal on the school property in relation to an activity of the school.

2.3 Related Policies and Documents

- **Emergency and Bush Fire Evacuation Policy**
- **Lockdown and Lockout Policy**
- **Potentially Dangerous Goods Policy**
- **Work Health and Safety Policy**
- **Child Protection Policy**
- **Serious Incident Report Form**
- **Security Policy**
- **Pastoral Care Policy**
- **Anti-Bullying Policy**
- **Excursions Policy**
- **Positive Guidance and Behaviour Management Policy**

3. What to do when a Serious Incident Occurs

In the case of a serious incident the Principal will be contacted and she will ensure there is adequate supervision for all concerned and the remainder of the school.

The Principal or Responsible Person will continue with procedure as follows:

- Assess the situation;
- Arrange appropriate intervention to minimise additional injury, including the provision of first aid.
- Contact necessary emergency services (phone 000);
- Ensure telephones are not used for anything other than an emergency;
- Attend to injured persons. It is vital that first aid staff provide initial emergency care for those with physical injuries where possible;
- Contact the injured person's parents or family immediately. Organise transport home where appropriate for staff and students who are distressed;
- Manage any media access to the scene of the incident, staff and students;
- Provide staff and students with accurate information about the current situation and update this over subsequent days, unless there is a legal or privacy issue that prevents this;
- Act quickly to dispel rumours;
- Complete a serious incident form and notify the Work Health & Safety officer and Board within 24 hours, if not immediately;
- If required notify WorkCover on 13 10 50 and/or contact Aon (Student Accident Insurance: Gold Plus cover) on (02) 8623 4026;

- Consistent with the welfare needs of students and staff, return the School to a normal situation in as short as time as is practicable;
- Contact the Prayer Team to offer prayer support and arrange counselling if needed.
- The Principal will keep in communication with the Board via Whatsapp as the Serious Incident procedure is carried out, and about any events or information relevant to the Incident including conversations and meetings with relevant people such as parents, guardian, emergency contact, child.

4. Completing the Serious Incident Form

All serious incidents are recorded on a [Serious Incident Report Form](#), pages 6 & 7. The form is to be completed and signed by the Principal and parent/guardian. All witnesses to the incident are to be noted on the form. A copy of the form is placed in the student files.

5. Serious Incident prevention

- Yanginanook takes fire prevention seriously and takes measures prior to each bush fire season to reduce fire risk. Fire fighting equipment is in place and maintained. The school stays in regular contact with the local rural Fire Brigade and mandatory annual fire safety inspections occur.
- Serious incident drills (including fire, an accident involving the Principal, etc) will occur regularly and be recorded on the Emergency Drill forms located in the School's WH&S Folder.
- Working With Children Checks are required for all members of the school community that are directly involved in working with or supervising children.
- Enrolment forms are maintained and updated annually, this includes child custody information.
- School Attendance log is maintained.
- Hazard reduction and risk assessments are performed.
- Assistance from relevant AIS and CSA staff is sought when such expertise is not available at the school.
- In collaboration with other staff and relevant Board Members, the Principal takes account of previous incidents between students and puts in place observations and strategies to avoid the escalation of any violence or inappropriate behaviour.

6. Serious Incident Report Form

Name: _____ Role: _____

Date of Incident: _____ Time: _____

Category of Accident:

- | | |
|--|--|
| <input type="checkbox"/> Potential fatality (ambulance required) | <input type="checkbox"/> Moderate (medical attention required) |
| <input type="checkbox"/> Major (ambulance required) | <input type="checkbox"/> Minor (simple first aid required) |

Location of Accident:

- | | | | |
|------------------------------------|--|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Bathroom | <input type="checkbox"/> Car park | <input type="checkbox"/> Playground |
| <input type="checkbox"/> Verandah | <input type="checkbox"/> Other (specify) _____ | | |

Type of Injury:

- | | | | | | | |
|---------------------------------|--------------------------------------|--|---|-------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Cut | <input type="checkbox"/> Scratch | <input type="checkbox"/> Bruise | <input type="checkbox"/> Swelling | <input type="checkbox"/> Bite | <input type="checkbox"/> Puncture | <input type="checkbox"/> Fracture |
| <input type="checkbox"/> Sprain | <input type="checkbox"/> Dislocation | <input type="checkbox"/> Loss of consciousness | <input type="checkbox"/> Other (please specify) | | | |
- _____

Description of incident:

Describe first aid given:

Other people involved / describe their involvement:

Other witnesses to the incident:

Details of informing the child's parent/guardian: (who made contact, person spoken with, time of call and response/comments from parent/guardian)

Name of person making report: _____

Signature

Date

Parent/guardian contact name: _____

Signature

Date

- Attach any relevant documentation to this form, including notifications to WorkCover or Aon Student Insurance Cover.
- Any photos taken of the incident or other relevant information or material should be attached.
- If more than one person is involved in the incident, then a separate form must be done for each person.

7. Specifically regarding violence between students

7.1 Definition

Violence includes severe intimidation or bullying; sexual manipulation, assault or inappropriate sexual activity; physical injury requiring immediate professional medical attention.

7.2 Context

- All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination.
- There will be cases of unacceptable behavior where it will be in the best interests of the school community and/or the student involved, for the student to be removed from the school for a period of time or completely. Suspension and expulsion are options available to the Principal in these situations.
- Restoration is a key goal of any disciplinary measure, wherever possible.
- Collaboration between school staff, students and parents is an important feature of discipline particularly where restoration is a key goal. All should be fully aware of the suspension and expulsion procedures and their place in the context of student welfare and discipline policies.
- The Principal must ensure that records are made and retained of any action taken in relation to the implementation of these procedures.
- The teacher's priority is to keep teaching or, if the incident has disrupted the classroom or prevented class time to continue, to return to teaching as soon as possible.

7.3 Procedure

7.3.1 Definitions

Responsible Adult: A responsible person for the School according to this policy is:

- the proprietor of the School;
- a member of the School Board;
- the Principal of the School; and
- a teacher on duty.

7.3.2 Within the first 24 hours...

- Teacher or responsible adult to separate injurer and injured.
- The Teacher or Responsible Adult will contact a Board Member to come to the school to continue following procedure freeing up the Teacher to continue teaching.

- The Teacher or Board Member will call the child's Parent/Guardian to come to the school or, if an ambulance is required, to either meet the ambulance at the hospital or come to the school and ride with the child.
- If an ambulance is required, the Teacher, Board Member or Responsible Adult to call an ambulance immediately. Preferably the child's Parent or Guardian travel with the child in the ambulance. If the Parent/Guardian are not able to come to the school straight away, then the child's designated Emergency Contact or a Board Member will go in the ambulance with the child.
- If an ambulance is not required the Parent/Guardian or Emergency Contact are to take the injured child to a Doctor for a medical examination of the injury.
- The Board Member is to communicate to both the Parents/Guardian of the injured child and the injurer that an email will be sent to them detailing the procedure that will occur and that they will be in touch ASAP.
- Teacher or Responsible Adult to write up A Serious Incident report using the form above.
- The Board Member will send an email with a summary of the procedure and policy to both sets of parents/guardians of the injured and injurer.
- The Board Member and/or Teacher will keep in communication with the Board via Whatsapp as the Serious Incident procedure is carried out, and about any events or information relevant to the Incident including conversations with relevant people such as parents, guardian, emergency contact, child.

7.3.3 Within 48 hours...

- The Principal decides what action to take such as suspension and how long for, expulsion, or any other disciplinary measure.
- The Board Member liaises with the Principal and Parents/Guardian of the injured setting up a meeting. Board Member reiterates that Parents/Guardian must read the procedure and policy summary before the meeting, especially protocol (see below) regarding the meeting.
- The Board Member liaises with the Teacher and Parents/Guardian of injurer setting up a meeting. Board Member reiterates that Parents/Guardian must read the procedure and policy summary before the meeting, especially protocol (see below) regarding the meeting. Preferably this meeting is when the action decided by the Teacher is communicated to the Parents/Guardian of injurer. However, if this meeting can not happen within 24 hours of the incident, then the disciplinary action will be communicated by a phone conversation between the Teacher and Parents/Guardian.
- A formal disciplinary interview - separate to the meeting with the injurers Parents/Guardian - must be held with the injurer. This meeting will involve the Teacher, a Board member and the parents/guardian.

7.3.4 Restorative process

- The seriousness of the incident is to be communicated to the Parents/Guardian of injurer during the meeting with the Principal and Board Member.

- The Parents/Guardian will then be required to work in partnership with the Principal and a Board Member if required to modify the behavior of the child. This may be done in consultation with other health professionals such as Psychiatrist, Psychologist, Occupational Therapist that may currently be in the child's/families life, or who are introduced to the family as a result of the incident.
- Re-entry of the injurer must occur only after the seriousness of the incident is made clear to the child. (See Formal Disciplinary Meeting protocol below).
- Re-entry of both injurer and injured, to be managed thoughtfully and in consultation with Parents/Guardian and Teacher. A Board Member and other health professionals may be consulted if required.

7.4 Protocols

7.4.1 Parents/Guardian Meeting protocol

- Children are not to attend the meeting and must be kept offsite of the meeting location.
- The meeting may be audio recorded. The meeting can be recorded when all attendees agree to have the meeting recorded.
- Minutes will be taken of the meeting.
- An agenda will be set by the Teacher and Board Member which will be communicated at the start of the meeting. The agenda may incorporate prayer as a beginning point entrusting the meeting to God.

7.4.2 Formal Disciplinary Meeting protocol

- Whilst the parent/guardian must be in attendance, the meeting content is intended to be between the teacher and the student.
- The desired outcomes are that the injurer understands the seriousness of the behaviour, that a management plan will be put into place to prevent further incidents, and that the students ongoing attendance at the school will be contingent on his/her compliance and cooperation with the management plan.

7.4.3 Communication protocols

- Parents/Guardian may contact the Teacher within school hours which are between 8.30am-5pm. The Teacher is not to be contacted outside of these hours nor on the weekend, unless Teacher agrees to communication outside of these hours,
- Parents/Guardian contact with the teacher may include text, email or phone call. Please observe the Community Conduct Policy which states that all interactions need to be respectful and non-aggressive.
- Parents/Guardian may contact the Board member that has been liaising with them regarding the incident. Contact hours will be negotiated between the Board Member and Parents/Guardian.

7.4.4 Board protocol

- Board members are the official contact point for Parents/Guardians.

- Whatsapp Board Group to be used for all communications regarding Serious Incidents
- Board members communicate with teachers to set times and agendas regarding Parents/Guardian and student meetings; and the needs of the teacher as the process unfolds.