

## St Bernadette's School Traumatic Incidents

### **Defining a Traumatic Incident:**

Events that:

- Cause sudden and/or significant disruption to the operation of a school and their community.
- Have the potential to affect a large number of students 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 these incidents.

### **Examples of Traumatic Incidents include:**

- The sudden or non-accidental death or serious injury of a child, young person, staff member or family/whānau member.
- Witnessing serious injury or death of a child, young person, staff member or family/whānau member.
- Threats to the safety of students or staff, including the presence of an individual behaving in a threatening manner.
- Physical or sexual abuse that impinges on the school.
- Serious fraud, theft or vandalism.
- A lost or missing child, young person or staff member.
- Floods, fires, earthquakes and other community crises or natural disasters.

### **Traumatic Response Plan**

- The principal will convene a meeting of relevant personnel to action a response. All consideration will be taken to ensure the response is culturally appropriate.
- Members of this team may be the Board of Trustees Chair, Deputy & Assistant principal, Parish Priests, Office Administrator, Ministry of Education Traumatic Incident Team.
- The Chairperson of the Board of Trustees will be advised of the incident as soon as it is practical and will be consulted on the appropriate response. They will ensure that the full board are informed about the event and actions. A report on the event will also be tabled at the next Board meeting.
- An appropriate response may include.
  1. Parents/caregivers if those immediately involved
  2. Informing the school community of the situation.
  3. Informing the appropriate authorities e.g Oranga Tamariki, Police
  4. Inviting appropriate outside agencies/support people to assist.
  5. Identifying other 'at risk' people and providing extra support for them.
- Staff will be advised of the traumatic incident as the earliest possible opportunity. A 'special meeting will be held to give out relevant information.
- Information will be only be divulged on a 'need to know' basis. Information that is released must be:
  1. Accurate
  2. Free of bias
  3. Non emotive
  4. Restorative
  5. Forward Looking
- A copy of the Ministry of Education 'Traumatic Incident – Managing Student and Staff Well-being – Guide for Crisis Management Team is kept on site and online and is used as a resource for the School CMT.
- Only the principal Board Chairperson are authorised to speak to the media.

- The Principal and/or Board Chair will determine whether there is a prepared statement that may give appropriate information for staff to release to parents should individual staff be contacted.
- A full report on the incident and the response made shall be made at the next meeting of the Board of Trustees.