# Policy No. OP8

# Policy Name: Child Protection Policy

# Procedures for: Traumatic Incidents

# Date adopted: 5 March 2018

Purpose

Procedure for when a decision that a Traumatic incident exists is made by the Principal or Board of Trustees’ Chairperson. The ‘Crisis Management Team’ will be convened immediately.

Procedures

* Crisis Management Team will make decisions and implement actions related to:

1. The immediate plan of action. This includes how staff, students and wider community are informed and what information will be conveyed.
2. Identification of at risk students/friends and staff who need support
3. Preparation of media scripts, telephone scripts, letters going home and the decision to inform other schools
4. Identification for the need for additional relievers/counsellors.
5. Identification of a victim family liaison person
6. Identification of a caregiver greeter (BOT)
7. Ongoing communication with staff

* If the ‘Crisis Management Team’ identify the need for a support room in the school:
  + Library support staff or delegated staff members will manage the room (staffroom, library or agreed upon space) to ensure:
    - Sufficient seating
    - Hot drinks and snacks are available
    - Background music etc. is provided
  + Additional ‘support’ staff will be identified by the ‘Crisis Management Team’

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| CRISIS MANAGEMENT TEAM | * Meet as soon as possible * Be briefed of situation * Make decisions on points 1 through 7 above * Attend BOT meeting and subsequent daily meetings * Identify ‘Crisis Management Team’ members requiring support * Identify helping professionals from outside the school and/or other specific community figures (e.g. kaumatua, Pacific Island elders) who could be called in to help as required * Confirm and make known the media spokesperson. Prepare a statement for media, any letters required and a statement for administration staff to assist with enquiries. * Appoint a family liaison person or persons * Determine system for ongoing identification of at-risk students (and later, removal from register) * Determine who will make contact with parents of at-risk students * Designate person to acknowledge gifts, flowers, offers of support * Prepare a script that can be used by teachers when telling their class * Arrange in consultation with victim’s family and others directly affected, for the management of any personal belongings, art work on display or furniture/equipment. |
| PRINCIPAL | * Manage initial event including ensuring safety of site and children * Establish/verify facts of circumstance * Contact and manage appropriate emergency services * Liaise with BOT chair * Inform staff (e.g. of facts, crisis management team role, rules for media contact etc.) and arrange for staff briefing as soon as practicable |
| OFFICE MANAGER | * Initial tasks described in points 1 through 7 above * Act as the ‘Crisis Management Team’ minute taker * Manage front desk area * Contact all BOT members * Organise additional administration staff * Contact Ministry of Education Special Education Crisis Team and School Insurance as instructed |
| DEPUTY PRINCIPAL | * ‘Call back’ teacher aides and organise relievers if required * Contact other schools that may be affected (also contact Auckland Principal’s Association President – contact below) |
| OFFICE ASSISTANT | * Based in the office at all times * Manned from 8-5 during crisis * Calls logged * Type up letters/scripts * Photocopy documents and organise distribution * Log offers of assistance and reports to ‘Crisis Management Team’ |
| SENCO | * Receive any information regarding children requiring additional support and filter through to Crisis Management Team as required. |
| TEACHERS | * Maintain routines * Remain in class as much as possible * Do not talk to media or caregivers except using script * Attend daily meetings at 8am and 3.20pm * Ensure all children collected before 3pm are signed out through the office using pink cards – must be collected by appropriate person * Account for all children. Monitor movements of any child ensuring their whereabouts is accounted for at anytime * Feed information re children requiring additional support to SENCO who will feed to ‘Crisis Management Team’ * Refer school administration/management issues to a member of management, likely to be the AP or DP * May be required to remain at school for the first six hours after a disaster to lend further assistance * Carry out extra duties including road patrols |
| TEACHER AIDES | * Come back to school if at all possible * Attend meetings as required * Direct caregivers to office * Support teacher with classroom role * Take children to support room * Remain in allocated rooms |
| BOT | * Meet at school asap * Assume roles allocated by the ‘Crisis Management Team’ |
| CAREGIVER/  GREETER | * Greet caregivers coming to school and take to staffroom for briefing by Principal * Assist in the office as directed by Office Manager |
| CHILDREN | * Senior children may be used as runners/distributors of newsletters * Buddy classes may be utilised for the releasing of staff for emergency meetings |
| SPECIAL ED TRAUMA TEAM | * Provide advice * Help implement procedures * Help determine roles and responsibilities * Help develop a communication strategy for responding to our community and the media * Provide access to a wide range of relevant resources * Suggest ways to involve other agencies such as Police or an insurer or an NZSTA Industrial Advisor |

Resources

Crisis Management Team: Principal, Board of Trustees’ Chairperson, Rangi Tamariki

Contacts

Traumatic Incident Team 0800 TI Team (0800 848 326)

APPA President Kevin Bush Te Hihi School 09 292 7706 or 0275 681 031

BOT Chair Wayne Pihema

Principal Matthew Crumpton 021 1966900

Office Manager Rangi Tamariki 027 4323755

Office Assistant Iris Raine 021 08588409

Key relevant documents

https://www.education.govt.nz/assets/Documents/School/Supporting-students/Emergencies-and-traumatic-incidents/Emergency-Planning-Guidance.pdf

https://www.education.govt.nz/assets/Documents/School/Traumatic-incidents-and-emergencies/Traumatic-incidents-schools-Guidelines-for-wellbeing.pdf

https://www.education.govt.nz/school/student-support/emergencies/