



# TIRIMOANA SCHOOL

## **TRAUMATIC EVENTS POLICY**

**Plus, Crisis Management Plan Appendix (attached) to this policy**

### **RATIONALE:**

The Board has a responsibility to manage unexpected traumatic events sensitively and efficiently to ensure safety of staff and students, and for minimal disruption to normal school activities. As a responsible employer the Board is required to support staff in times of workplace trauma as well support the emotional needs of students.

### **GUIDELINES:**

In the event of a workplace trauma:

1. The principal must be informed immediately.
2. The principal will consult with the senior leadership team on an appropriate course of action. and will inform the Presiding Member of the Board.
3. The principal will follow procedures for relevant traumatic incidences outlined in the appendix.
4. First response will be to immediately manage the physical and emotional needs of persons directly affected by the event.
5. The principal will then ensure there is no risk to any other persons and that normal school activities can continue.
6. The principal will engage appropriate persons to provide counselling support to children and staff.
7. At all times actions taken will be sensitive to issues of privacy.
8. Following any traumatic event there will be a review of procedures and of actions taken. This will include any ways of preventing or minimising such events occurring in the future.
9. The Board will ensure that it meets all the requirements of legislation covering health and safety in the workplace.
10. The Board will ensure there is support for the principal following any significant traumatic event in the workplace.
11. On occasions a traumatic event outside of the school may impact on the school. The principal is expected to exercise judgment as to the course of any action required within the school. This could include informing parents and/or community, where necessary, and when appropriate.
12. Staff will be encouraged to use EAP services if requiring additional support.
13. The board will follow procedures in the Pandemic Policy and Plan in situations where staff and students are impacted by a pandemic.
14. The principal will ensure that the Ministry of Education Crisis Team, STA Crisis Advisory Team, and where appropriate, the school's insurers are notified.

Tirimoana School Crisis Management Plan  
GENERIC INCIDENT OR PROBLEM (intruder, fire, earthquake)

**STOP! THINK! ASSESS – Call 111?**

1. Ensure safety of individual/class
2. Notify the school office immediately
  - For fire – follow fire evacuation procedures
  - For earthquake – remain in class until given the all clear signal
  - For intruder – remain in class until given all clear or if outside respond to the four bells (signalling return to class)
3. Ensure the safety of person/s injured

**DELEGATE**

1. A supervisor to manage the group – ensure safety and well-being of children, offer reassurance
2. Someone to manage the person/s injured or requiring attention – provide 1st aid, resolve crisis
3. Appropriate individuals to act as: go-fers, TLC giver, messenger

**GATHER INFORMATION**

1. Members of the Senior Leadership Team are responsible for establishing circumstances of incident / problem – question person/s, check physical evidence
2. Consider options to resolve incident or problem

**MAKE A DECISION**

Decide on a course of action

**COMMUNICATE**

Call emergency services, teacher-in-charge, principal (this may occur earlier in the process)

Keep group informed & reassured

Keep principal informed; s/he talks to whānau/community

**The Board Presiding Member will respond to the media**

**EVACUATE / RESOLVE / RETURN TO CLASS**

**DEBRIEF**

If appropriate carry out a follow-up discussion with the group / individuals involved in the incident.

Refer to the Ministry of Education's guidelines for 'Managing emergencies and traumatic incidents – The guide.'

Refer to the Ministry of Education's publication – Managing Emergencies and Traumatic Incidents. The guide book and the resource book.