EMERGENCY and INCIDENT REPORTING POLICY

Rationale

- It is essential that schools respond urgently and appropriately to any emergency or incident that occurs at the school in or outside of school hours and on activities taking place outside the school that involve staff and students.
- Prompt incident reporting (to the Security Services Unit) enables Security Services Unit staff to provide
  - security related support and advice to schools and referral to relevant support and assistance provided across the Department (e.g. Emergency Management Division and the school reinstatement consultant)
  - quick resolution of emergencies while minimising the risk to personal safety
  - quick implementation of preventative measures in the case of criminal activity
  - quick notification to relevant regional and central office staff.

  Note: Prompt incident notification enables the Incident Support and Operations Centre (ISOC) to provide support and advice to schools. This helps to resolve emergencies quickly while minimising the risk to personal safety.

- The scope of this policy is limited to:
  - incidents where the subject is a student who is under the care or supervision of the school;
  - when an incident impacting a student is brought to the attention of the school, regardless of when or where it occurred, provided it is impacting on the student or other students within the school setting;
  - incidents that impact the continuity of school operations, including property damage and emergencies;
  - incidents requiring a notification to police; and/or
  - incidents impacting on the health, safety and wellbeing of staff where the incident also impacts on student health safety and wellbeing and/or continuity of school operations. Note that these incidents will also need to be reported in eduSafe if the workplace health and safety policy applies.
- Principals, or their delegates, may also elect to apply this policy to incidents that impact on the health, safety and wellbeing of staff in the event that additional support is required from the region or DET Central beyond that which is available following a report in eduSafe.

Reportable incidents

- As a general rule, a serious incident is one that requires medical attention or a police investigation.
- Examples of reportable incidents involving schools include:
  - death or suicide of a student, staff member or member of the school community
  - self-harm/injury or threats of suicide
  - injuries requiring treatment by a doctor, transport by ambulance or hospitalisation
  - concerning mental health and traumatic incidents requiring peer
  - professional or clinical support
  - incidents that did not lead to injury or death but very nearly did
  - incidents of a sexual nature
  - abuse or risk of abuse or neglect including online child abuse (mandatory reporting obligations may also apply)
  - missing student

- · online bullying, inappropriate use of social media and/or mobile phones.
  - · damage to parts of a school building or its content
  - · loss of essential service
  - · emergency situation and warnings
  - · bomb threats
  - · alleged criminal activity
  - · aggressive behaviour or actions or behaviours of concern
  - · forced marriage or human rights abuse
  - · family violence
  - · human trafficking
  - · sexual exploitation
  - · suspicious activity within or near school environment.
- The DET has given a general authorisation for the use of school grounds as helicopter landing sites during emergencies for the air ambulance, fire reconnaissance or crime prevention. As the urgent nature of the emergency may preclude advance notification the pilot is responsible for ensuring the area chosen for landing is suitable and the safety of those on the ground is not compromised.

Purpose
- To ensure Ivanhoe Primary School complies with the requirements of the *Emergency Management Act 1986* and DET policy and guidelines.
- To ensure expert response to all school emergencies and incidents including incidents that occur during
  - · camps, excursions or outdoor adventure activities
  - · weekends and holidays
  - · travel to or from school
  - · non-school hours

Implementation
- The school will call 000 immediately to report any incident threatening life or property.
- Emergency services on this number are:
  - · police for crime, injury that may not be accidental or assault;
  - · ambulance for injury and medical assistance;
  - · fire brigade for fires and incidents involving hazardous and dangerous materials.
- The school WILL NOT contact local emergency services directly. (To do so increases response times as these calls are redirected to 000 thereby wasting valuable time in an emergency.)
- Following notification to 000, the school will notify DET's Incident Support and Operations Centre (ISOC) on 1800 126 126 any incident posing a risk to the safety of a student, parent, visitor or staff member including serious injury or death, allegations of or actual physical or sexual assault or threat to property or the environment or the use of isolation or physical restraint of a student in response to an incident, see: Restraint of a Student
- The Principal is responsible for the initial incident severity rating and reporting, with support from the Incident Support and Operations Centre (ISOC). This responsibility can be delegated to other school staff at the Principal's discretion.
  Note: It is recommended that the list of delegates include at least one school staff member outside the school's Leadership Team.
- Where an incident is rated as either Extreme (Red) or High (Orange), the Area Executive Director and/or the Director SEMD will also have governance and oversight of incident management, particularly in relation to reviewing the categorisation of the incident. The nature of this responsibility will vary depending on the severity of incident and the level of support required by the Principal, as outlined in this policy.
  - ° Low (Blue) incidents: Principal manages and governs incident.
  - ° Medium (Yellow) incidents: Principal manages and governs incident. Region and Central have visibility of incident.

° High (Orange) incidents: Principal manages incident. Area Executive Director governs incident and coordinates supports. Central has visibility of incident.
° Extreme (Red) incidents: Principal manages incident. Area Executive Director supports. Director, SEMD (or rostered DET Central Incident Commander) governs incident.

School Incident Management System

School staff responding and managing emergencies and incidents must use the key actions outlined in the School Incident Management System (SIMS) Policy and Guidelines. Please refer to the Department's Manage school incidents intranet webpage for further information.

The SIMS provides:
· a six-stage approach to 'end to end' management of incidents
· an incident severity triaging based on the impact of the incident
· clear and consistent accountability.

The six steps are:
° <u>Identify and respond:</u> describes how to identify an incident, and what immediate general actions should be undertaken.
° <u>Reporting an incident</u>: describes the four incident severity ratings- low (blue), medium (yellow), high (orange) and extreme (red), including incidents that should automatically be rated as Extreme (red). A severity-rating decision matrix helps determine the severity level. The severity or seriousness of the incident determines how it needs to be reported and within what timeframe, and inform the level of regional and central departmental support. To access the matrix click 📄here (pdf - 34.04kb)
   Note: Some incidents will trigger other internal and external reporting obligations, which are also outlined in this section.
° <u>Ongoing support and recovery</u>: sets out the process for providing an ongoing response to incidents, and supporting any required recovery efforts. It summarises key policies and worked examples.
° <u>Investigate</u>: sets out the process for referring a relevant incident for investigation. This policy does not create an investigation power, however, incidents captured by the policy may trigger investigations under other policies and legislative schemes. The section proves an overview of potential investigations.
° <u>Review and close</u>: outlines what incident reviews are, when they should be undertaken and who should be responsible. Reviews are discretionary.
   It also outlines the process for incident closure, which is a formal process. An incident is closed with comments once the responsible authority is confident that appropriate ongoing supports are in place and, if relevant, pending investigations are underway and/or reviews have been completed and recorded. Closure of incidents must be determined in consultation with the Principal.
° <u>Analyse and learn</u>: provides an overview of the data analysis framework, descriptive analysis summary reports and diagnostic analysis reports which can be developed by monitoring, interrogating and acting on trends identified through the analysis of incident information.

<u>Reporting incidents</u>

Following notification to 000 the school will report to ISOC any incident:
· posing a risk to the safety of a student, parent, visitor or staff member including:
· serious injury or death
· allegations of or actual physical or sexual assault
· threat to property or the environment
· the use of seclusion or physical restraint of a student in response to an incident, see: Restraint of Student

- **School staff will not** handle any explosives found at school. However, if it's necessary to remove explosives from a student's possession extreme care to avoid bumping, striking or dropping the object will be exercised. In such circumstances, staff will place the object gently in an isolated position, ensure it is not exposed to any form of heat/ignition and wait for the police or an Inspector of Explosives who has the right to interview children on the same basis as police.
- The school also will report any nuisance activity which may not have led to damage, but could lead to crime at a future time. This information is used to implement pro-active security measures such as targeted security patrols, temporary surveillance and intruder detection systems to prevent criminal activity.
- All fires, including those that have been extinguished and regardless of their size, will be reported to the relevant fire service for the particular locality by contacting 000 and then the Security Services Unit.
- In the event of a bomb threat, the school will call 000, implement the school's Emergency Management Plan and notify Security Services Unit. Staff will not search for the bomb or allow children to do so.
- If a bomb or other explosive device is sighted in the school grounds, the school will keep staff, students and other visitors to the school calm, promptly clear the area in an orderly and calm manner and not impede an explosives inspector from entering school premises.
- If a helicopter landing is required, students will be kept at a safe distance clear of the approach and departure paths.
- In the case of a loss arising from a criminal offence the Principal will notify the School Council President, take steps to determine the extent of the crime e.g. theft, burglary, fire/arson, vandalism or significant graffiti, complete a Criminal Offence and Insurance Report and email it to the Infrastructure Division and if possible, take steps to avoid the possibility of further loss.
- Managing Trauma
  If necessary, the school will refer to the Managing Trauma guide supports Principals, Student Support Services (SSS) and recovery teams in leading the emotional and psychological recovery at a school following a school-based incident.
  The guide supports Principals and SSS to plan for, and lead an effective recovery in order to minimise harm.

- Please refer also to the school's *Emergency Management Plan*ning *Policy*, the *Accident Recording & Reporting Policy,* the *Emergency & Critical Incidents Policy,* the *First Aid & Medical Emergencies Policy,* the *Responding to Violent & Dangerous Child Behaviour of Concern Policy* and the *Police & DHHS Interviews Policy.*

Evaluation
- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late December 2019).

Mandatory for VRQA purposes

School Council Approval No Longer Required