



# **INCIDENT POLICY**

<b>POLICY NAME</b>	<b>INCIDENT POLICY</b>						
<b>APPROVAL AUTHORITY</b>	<b>PRINCIPAL</b>	<b>ADOPTED</b>	<b>APRIL 2023</b>	<b>REVIEWED</b>	<b>JANUARY 2024</b>	<b>NEXT REVIEW</b>	<b>JANUARY 2025</b>
<b>RESPONSIBLE EXECUTIVE</b>	<b>CLINIC MANAGER</b>						
<b>RESPONSIBLE OFFICE</b>	<b>ADMINISTRATION</b>	<b>AVAILABLE</b>	<b>In the Library , Website</b>				

### **RATIONALE**

The rationale for this policy is to create a comprehensive framework that supports the school's commitment to a safe and conducive learning environment. By having a clear incident policy in place, the school can efficiently manage any situations that arise, mitigate risks, and provide reassurance to the school community.

### **AIMS**

The primary aim of this policy is to provide a structured and consistent approach to managing and responding to incidents within the school environment. This ensures the safety, well-being, and security of all students, staff, and visitors.

### **OBJECTIVES**

**Ensure Safety:** To establish a safe and secure environment for all students, staff, and visitors.

**Effective Response:** To ensure a prompt and effective response to any incidents.

**Clear Communication:** To maintain clear and open lines of communication among all stakeholders during and after an incident.

**Support:** To provide appropriate support and counselling to those affected by incidents.

**Continuous Improvement:** To regularly review and improve incident management procedures.

## **PURPOSE**

The purpose of this policy is to provide a clear framework for responding to incidents that may occur on school grounds or during school-related activities. The policy aims to ensure the safety and well-being of all students, staff, and visitors, and to maintain a positive educational environment.

## **SCOPE**

This policy applies to all students, staff, parents, visitors, and contractors on school property or involved in school activities.

## **DEFINITION OF INCIDENTS**

An incident is any event that disrupts the normal operation of the school or poses a threat to the safety, health, or well-being of students, staff, or visitors. Incidents may include, but are not limited to:

Accidents and injuries

Bullying and harassment

Behavioural issues

Natural disasters

Medical emergencies

Security threats

## **ROLES AND RESPONSIBILITIES**

### **School Leadership**

Ensure the policy is communicated to all staff, students, and parents.

Review and update the policy annually.

Provide training to staff on incident management procedures.

### **Staff**

Follow the procedures outlined in this policy.

Report incidents immediately to the appropriate authority.

Participate in training and drills as required.

## **Students**

Follow school rules and guidelines.

Report any incidents or concerns to a staff member.

## **Parents and Guardians**

Support the school in implementing this policy.

Report any concerns regarding their child's safety or well-being to the school.

## **INCIDENT REPORTING AND DOCUMENTATION**

### **Reporting**

All incidents must be reported immediately to the designated Incident Coordinator (e.g., Principal, Vice Principal).

Incident report forms must be completed as soon as possible after the incident.

### **Documentation**

The Incident Coordinator will document all reported incidents in an Incident Log.

Incident reports will be kept confidential and stored securely.

## **INCIDENT RESPONSE PROCEDURES**

### **Accidents and Injuries**

Administer first aid as necessary.

Contact emergency services if needed.

Inform parents/guardians and provide a written incident report.

### **Bullying and Harassment**

Investigate the incident promptly.

Provide support to the victim.

Take appropriate disciplinary action against the perpetrator.

Inform parents/guardians of the involved students.

### **Behavioural Issues**

Address the behaviour according to the school's behaviour management policy.

Provide support and counselling if needed.

Inform parents/guardians of the involved student.

### **Natural Disasters**

Follow the school's emergency preparedness plan.

Ensure the safety of all students and staff.

Communicate with parents/guardians regarding the situation.

### **Medical Emergencies**

Administer first aid and contact emergency services.

Notify the student's parents/guardians immediately.

Complete a medical incident report.

### **Security Threats**

Implement lockdown or evacuation procedures as appropriate.

Contact law enforcement and follow their instructions.

Communicate with parents/guardians regarding the situation.

### **Post-Incident Review and Support**

Conduct a debriefing session with involved staff and students.

Provide counselling and support services as needed.

Review the incident to identify any areas for improvement in policy or procedures.

Update the policy and procedures based on the review findings.

### **Communication and Training**

Regularly communicate the incident policy to all members of the school community.

Conduct regular training sessions and drills to ensure preparedness.

### **POLICY REVIEW**

This policy will be reviewed annually by the School Leadership Team.

Updates will be made as necessary to ensure the policy remains effective and relevant.

Date of Review : January 2024

Next Review : January 2025



**Dr Prasanna Bhaskar**

**Principal**