

Reporting Critical Incidents in ASC Schools in Western Australia

Section	Operations
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1. Purpose

The Anglican Schools Commission (ASC) is committed to ensuring the safety, health and welfare of its students and staff. This policy has been developed to assist schools in complying with the Department of Education Services (DES) *Registration Standards 2016* on the reporting of critical incidents that pose a critical risk to the health, safety and well-being of these individuals.

2. Principles

2.1 The *Registration Standards 2016 and other requirements for Non-Government Schools* requires the following regarding the reporting of critical incidents:

Standard 9: Critical Incidents

9.1 *The Principal notifies the governing body of all critical or emergency incidents.*

9.2 *Critical and emergency incidents are managed in such a way as to give highest priority to the best interests of the student or students affected.*

9.3 *The governing body ensures the Director General is notified as soon as practicable and, in any event, within 48 hours of the incident using the Critical and Emergency Incident Report form, available on the DES website at des.wa.gov.au*

3. Definitions

3.1 Critical and emergency incidents:

- Circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff;
- Incidents requiring school closure, lockdown, or reduction of number of students or staff attending;
- Death, or life-threatening injury, of a student or staff member at school, or following an incident that occurred at the school, or through a related school-based activity or circumstance;
- Receipt of an allegation of child abuse, including but not limited to sexual abuse, against a student by a staff member or student or other person, whether the abuse is alleged to have occurred recently or in the past;
- Issuing a formal warning to a staff member or ceasing the employment of a staff member for a breach of the Staff Code of Conduct suspected to be grooming behaviour.

4. Procedures, Roles and Responsibilities

4.1 It is the responsibility of each school to have its own procedures that cover the actions to be taken in the event of a critical or emergency incident, the follow-up required to manage the incident, the recording of the incident and the action taken. The school's focus must clearly be on prevention and recovery, namely:

- risk assessment;
- prevention and preparedness;
- response to the incident;
- recovery from the incident;

- recording of the incident; and
- review of policy and procedures.

The following points are to form part of a school-based approach:

- 4.2 Once a school has determined that a critical incident has occurred the Principal is required to report the critical incident within 48 hours to the DES. There may be a request from the DES for further information as to the resolution of the matter by way of an update.
- 4.3 Notification of a critical incident to the DES must be on the approved form and sufficiently detailed to enable the DES to scrutinise the school's response. The approved form is available on their website www.des.wa.gov.au (Critical and Emergency Incident Report Form).
- 4.4 Once a school has determined that a critical incident has occurred, the Principal is required to:
- Report the incident to the Chief Executive Officer (CEO) of the ASC as soon as is practicable after the event has occurred. A verbal notification should be made at the earliest opportunity with a written report to follow.
 - Report the incident to the Chair of the School Council, as soon as is practicable, after the event has occurred. A verbal notification should be made at the earliest opportunity with a written report to follow.
- 4.5 The school critical incident procedures should clearly stipulate notification to the CEO of the ASC, the Chair of the School Council and the DES.
- 4.6 A record of each notification must be kept e.g. a critical incident register, a record of the outcome of any reviews undertaken as a result of the incident. The actual outcome in practice must be outlined, the relevant school policy must be referred to by title and the text of the relevant section of that policy must be provided. The date and time the DES was notified is to be recorded in the minutes of the next School Council meeting and ASC Board meeting.
- 4.7 Where a Principal knows that a mandatory report has been made in regard to a student at their school, the CEO, Chair of School Council and DES are to be notified as this falls within the definition of a critical incident.

For DES, such a notification only needs to record that a mandatory report has been made to the Department for Child Protection and Family Support and provide the report receipt number.

- 4.8 Where a Principal has issued a formal warning to a staff member or terminated the employment of a staff member for a breach of the Staff Code of Conduct suspected to be grooming behaviour, a critical incident notification must be made to the CEO, Chair of School Council and DES.
- 4.9 The Principal must advise the Teacher Registration Board of Western Australia if, as a result of an investigation:
- a teacher has been suspended or dismissed from teaching at the educational venue;
or
 - a teacher has resigned or no longer teaches at the educational venue.

The notice is to be given within 30 days after the teacher was suspended, dismissed or ceased teaching at the educational venue. Notification must also be given to the CEO and Chair of School Council.