

Appendix 3



Critical Incident Category 1 Communiqué

Critical 1 incidents are defined as events or information that have, or have the potential to significantly harm either individuals within our schools or the reputation of Catholic Education or the Catholic Church. This will include all serious matters and any matters of child protection, historical abuse cases, or which involve SAPOL or potential interest from the media or leaders in Church or Government.

Critical incident reporting details	
<i>Please forward the following information to the Director as soon as possible after an intake from a school involving an incident — this form may contain incomplete information</i>	
To	<Select Director>
	Copy: Select current Assistant Director and <Select PA>
From	
Date	
School	<Select a School>
Issue	
Name of person	
Position in School	<Select person concerned>
Background brief	
Family details	
Student's Age	
Year level	
Father's name	
Mother's name	
Siblings names	
Other relevant family details	
Agency involvement	
CARL report	
SAPOL/AFP investigation	<Select Yes or No> <Select SAPOL or AFP><Select Yes or No>
	<i>What action have police consented for the School to take</i>
Catholic Communications	<Select Yes or No>
	<i>What media action has been taken</i>
ACECQA Notification	<Select Yes or No>
Catholic WHS	
Safe Work SA	
Other	
Action to date	
Comments	
	<i>Include relevant dates</i>

Notes for Principal Consultant

When reporting this incident please consider the following:

Welfare with victim; assessment of further risk to victim; identification of other potential victims; statutory reports; police permission to interview/investigate/indicators for timely on-reporting to Director (even if details are scant); engagement with parents; communication with the broader community; incident report; engagement of media support.