

# Traumatic Incidents

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## **DEFINITION:**

A traumatic incident is a sudden and significant event that affects the usual, day-to-day running of the school.

## **PURPOSES:**

- To reduce the chances of traumatic incidents for students by making staff aware of at risk behaviour/signals by students.
- To have a management plan in place in case of a traumatic incident occurring within the school community.
- To minimise any contagious or copycat effect of the trauma where applicable.
- To facilitate the 'recovery' process, so the school can return to its day to day running. This 'recovery' applies to staff, students and the school community.

## **GUIDELINES:**

In the event of a traumatic incident occurring within the school community:

- The principal is informed.
- The senior leadership and pastoral care team, plus other staff members as deemed necessary by the principal, will meet to action a response plan which will include
- Informing the board chairperson, staff and school community of the facts
- Inviting outside support agencies to assist if required
- Identifying other at risk students and staff and providing extra support for them
- Referring to relevant ministry of education guidelines.
- The principal or board chairperson will be the only people who deal with the media.
- A full incident report is submitted to the board of trustees when appropriate considering the nature of the trauma.

All staff must report to the counsellors or senior leadership team any concerns they may have relating to students who display at risk behaviour/emotional distress.

Such referrals to the counsellor are assessed and appropriate assistance/support/referrals are sought (including information to the principal and parents/guardians).

Staff involved in the response or trauma must have opportunities for support and external counselling. Cultural, religious and ethnic factors will be considered in dealing with the trauma and the 'recovery' process.

Chairperson: \_\_\_\_\_

date approved

29 August 2017