

Critical Incident and Emergency Response Policy

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| Drafted by | MSV | Approved by board on | June 2024 |
| Responsible person | Principal | Scheduled review date | June 2025 |

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1 Introduction

- 1.1 Mastery Schools Victoria (“**MSV**” or “**School**”) is committed to ensuring a safe work and school environment for all staff and students.
- 1.2 This Policy supports the MSV Emergency Management Plan.

2 Scope

- 2.1 This policy applies to MSV Board members, staff and volunteers.
- 2.2 It applies to MSV and school environments associated with MSV.

3 Purpose

- 3.1 The purpose of this policy is to:

- (a) provide key information for all staff in the event of a critical incident or emergency;
- (b) ensure timely and effective responses are taken to address immediate student safety and wellbeing;
- (c) ensure due diligence and responsibilities are met;
- (d) support MSV's duty of care to staff and students; and
- (e) ensure compulsory reporting of critical incidents occurs.

4 Definitions

Critical incident is an occurrence that is sudden, urgent, and usually unexpected, or an occasion requiring immediate action which can:

- cause harm or create a risk of causing harm to individuals' health, safety or well being either directly or indirectly in the workplace or school environment;
- affect or risk affecting the continuity of school operations, including matters of security (including cyber security), property damage and emergencies;
- require police notification or involves matters of serious conduct;
- be a WorkSafe notifiable incident.

Emergency: As defined in section 3 of the *Emergency Management Act 2013* (Vic.): the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria including, without limiting the generality of the foregoing:

- an earthquake, flood, windstorm or other natural event;
- a fire;
- an explosion;
- a road accident or any other accident;
- a plague or an epidemic or contamination;
- a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth;
- a hi-jack, siege or riot;
- a disruption to an essential service; and/or
- medical (ie an injury or illness that is acute and poses an immediate risk to a person's life or long-term health).

5 Policy

- 5.1 MSV's staff will be trained to respond to Critical incidents or Emergency situations to ensure that students, staff, and volunteers are kept safe at all times.
- 5.2 The School will have dedicated health and safety officers and a Health and Safety Committee who meet every term to identify risk and hazards and discuss mitigation methods to inform critical incident and emergency risk management.
- 5.3 An Incident Management Team will be established to ensure procedures for responding to critical incidents and emergencies are followed.
- 5.4 In the event of a critical incident, every attempt will be made to respond appropriately and in a timely manner.
- 5.5 An Emergency Management Plan will be developed and detail specific procedures for responding to incidents and emergencies including:
 - (a) circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff;
 - (b) incidents requiring school closure, lockdown, or reduction of number of students or staff attending;
 - (c) death or serious injury of a student or staff member at school or at another location authorised by the school, for example, school camp location.
- 5.6 Responses may include (but are not limited to):
 - (a) response/ assistance to immediate needs of individual involved to ensure safety;
 - (b) re-establishing a safe environment following an incident;
 - (c) completing the incident and emergency response form and action plan;
 - (d) reporting to police where required (refer also to Child Safety and Wellbeing Reporting Procedure);
 - (e) reporting directly to WorkSafe if required;
 - (f) communicating with parents/guardians about an incident (role of the Principal or CSO);
 - (g) thorough investigation to assist in preventing similar incidents from re-occurring;
 - (h) debriefing staff, students, volunteers, members of the Board or as required. (*Debriefing may need to be undertaken by someone external from the organisation*); and/or
 - (i) implementing business continuity measures as required.

6 Health and Safety Committee

- 1.1 The Health and Safety Committee is established to foster a collaborative approach towards maintaining a safe and healthy environment for all MSV staff and students.
- 1.2 The Health and Safety Committee consists of the Principal or Assistant Principal, Senior Campus Administration Officer and two teachers and are required to meet once every term (recommended after every evacuation drill, in addition to any incidents).

7 Responsibilities

- 7.1 The Principal in consultation with the Senior Leadership Team has a responsibility to:
 - (a) conduct risk assessments and annual planning with the Board;
 - (b) analyse risks/threats that could lead to an emergency situation and requirements or solutions to address them;
 - (c) develop the MSV Emergency Management Plan (EMP);
 - (d) liaise with relevant emergency services e.g. police, fire brigade, ambulance, community emergency services, hospital;
 - (e) ensure access to important medical information of staff and students in an emergency;
 - (f) nominate relevant staff members needed in the event of a critical incident;
 - (g) ensure sufficient practice evacuations are conducted across the School;
 - (h) have COVID-Safe plan in place; and
 - (i) ensuring adequate staff training to minimise impact of a critical incident or emergency should one occur.
- 7.2 All MSV staff including Master Teachers, Classroom Teachers, Assistant Teachers and the Administration team have a responsibility to be familiar with this policy and the Emergency Management Plan.
- 1.3 The Health and Safety Committee has responsibility to:
 - (a) work together to identify potential hazards, assess risks, and develop effective strategies to prevent accidents and injuries
 - (b) conduct regular inspections, investigate incidents, and provide recommendations for improvement to ensure compliance with workplace health and safety laws; and
 - (c) contact local authorities to discuss identified risks and hazards in relation to the School's building, facilities and grounds.

8 Recordkeeping

- 8.1 MSV has implemented a Post Incident and Emergency Record Form
- (a) keep a record of any critical incidents or emergency situations;
 - (b) help in planning of preventative recurrences; and
 - (c) ensure correct and timely follow-up is enacted.
- 8.2 The most senior witness to a critical incident or emergency, or the most senior staff member to whom it was reported (if no other witnesses), must complete all relevant parts of Post Incident and Emergency Record Form.
- (a) Any alleged criminal acts, including responding to physical or sexual assault must be reported to the Principal immediately.
- 8.3 The Principal or delegate will keep all copies of completed Post Incident and Emergency Record forms relating to a critical incident or emergency situation in a secure file location.
- (a) Only a member of the Senior Leadership Team has access to these hard copy and soft copy documents.
- 8.4 An ongoing *Accident and Incident Register* will also be maintained by the Senior Campus Administration Officer (refer to First Aid Policy).

9 Privacy

- 9.1 MSV will respect the privacy of individuals who are involved in or who witness incidents, especially when dealing with reports which may contain personal details and sensitive information.
- 9.2 To the extent that personal information of third parties is collected during a critical incident response, the School will handle the information in accordance with privacy requirements.

10 Breach of Policy

Breaches of this policy may be a breach of the Staff Code of Conduct and result in disciplinary action being taken, up to and including termination of enrolment, with or without notice.

11 Communication

This policy is made available to all staff as part of onboarding and will be available on SharePoint. In order to communicate this policy to parents, guardians and others in the MSV community, a copy of this will be accessible on the MSV's website.

12 Approval and Review

This policy is reviewed annually and immediately after any significant incident as detailed in the policy review schedule. The next review date is June 2025.

13 Related Documents

- 13.1 Emergency Management Plan
- 13.2 Child Safety and Wellbeing Reporting Procedure
- 13.3 First Aid Policy
- 13.4 Supervisions of Student Policy
- 13.5 OHS Policy
- 13.6 Privacy Policy

14 References relevant to MSV

- *Education and Training Reform Act 2006 (Vic)*
- *Occupational Health and Safety Act 2004 (Vic)*