

Policy Statement

# Crisis Management

## *Rationale*

The Board of Trustees and school management recognise their obligation to provide a physically and emotionally safe environment for both staff and pupils (MOE National Education Guidelines).

Pre planning will enhance management in the event of a traumatic incident that involves a member(s) of our immediate school community.

Pre-planning will enhance management in the event of a pandemic that threatens New Zealand

## **Purpose**

To provide a crisis management plan that ensures the safety and well-being of pupils and staff in the event of a traumatic incident.

To provide a plan that has the flexibility to be applied to the management of a range of situations including a pandemic.

To ensure that all occupants of the school premises are familiar with procedures

## **Guidelines**

In the event of an incident: -

1. Relevant emergency services will be informed.
2. Full records will kept of the situation and the action taken.
3. Key personnel will be informed immediately eg principal, chairperson of Board of Trustees, senior staff.
4. The principal will form and lead a management team. This team may include representatives from staff, BOT and specialist services (eg SES).
5. The Management Team will-
  - ensure information is accurate
  - seek assistance to ensure all actions are culturally appropriate
  - inform all staff
  - prepare a written statement to inform all school personnel, families, media, BOT and MOE. (Notify victim's family that school families will be informed).
  - appoint a media person – see Guideline 7

- arrange a front desk person to give out only the written statement and direct enquiries to appropriate personnel.
  - plan a whole staff meeting as early as possible to tell staff what they need to know, what they can say and to whom and inform them of assistance available to staff and pupils.
  - organise a system to monitor children for behavioural changes
  - ensure ongoing traumatic incident management
6. The Management Team will ensure that the written statement
- has accurate and consistent information
  - avoids distressing detail
  - outlines school support for students
  - is culturally appropriate
  - indicates one point of contact (name/number) for enquiries
7. The person in charge of media will need to know that
- accuracy is paramount
  - ‘no comment’ is rarely a useful option
  - there is no such thing as ‘off the record’
  - they are bound by the Privacy Act
8. Procedures from the Winchester School Emergency Evacuation Policy will be followed in any crisis situation that requires a school evacuation or lock-down.
9. Procedures from the Winchester School Traumatic Incidents Handbook or the Winchester School Pandemic Plan Handbook will be followed where appropriate.

**Conclusion**

The Crisis Management Plan should ensure that, in the event of a trauma involving school personnel, the situation will be handled in a sensitive and appropriate way and that the right support and information is given to all concerned.

Reviewed      11 April 2016

Chairperson .....