



POLICY 5.14 Traumatic Incident

Ratified at Board Meeting	25th October 2018
Next Review Due	2021

RATIONALE:

To ensure that staff, students and the College community are provided with appropriate care and support in response to a traumatic incident.

GUIDELINES:

1. The Board of Trustees has overall responsibility for crisis management, but responsibility for immediate management of traumatic incidents will be delegated to the Principal.
2. Traumatic incidents may include but are not limited to suicide, bereavement, pandemic, major fire, trespassers, major vandalism, natural disasters, significant illness, chemical spillage or accident affecting the College.
3. In all cases where this policy is used, the Chairperson of the Board of Trustees must be notified as soon as possible.
4. The Principal will follow Ministry of Education guidelines in relation to traumatic incidents and seek NZSTA advice where applicable.
5. Relevant supporting documentation will be referred to including Emergency Procedures; Accident Management; Civil Defence and Crisis procedures; Plan for a Pandemic and Emergency; Education Outside the Classroom (EOTC) RAMS forms.
6. In the case of a personal or family crisis, bereavement or suicide - the Principal, in consultation with the Director of Pastoral Care, Director of Special Character, College Counsellor and Parish Priest, will ensure appropriate support is provided.

LEGISLATIVE COMPLIANCE

[Health and Safety at Work Act 2015](#)

[Vulnerable Children Act 2014](#)