



NAG 5

Traumatic Incident Policy

Purpose

In the event of a traumatic event the school will put strategies in place to ensure the best possible help is available to students and staff. A planned response can do much to lessen the impact of traumatic events and accelerate recovery. The intention of this policy and procedures is to ensure that the school runs smoothly in the event of a traumatic incident and that school routines are returned to and maintained as soon as possible.

Guidelines

- A decision that the incident is a Traumatic Incident will be made by the Principal or Board of Trustee Chairperson.
- The 'Crisis Management Team' (CMT) will be made up of the Principal, Chairperson, AP/DP, Office Manager, and one other board member.
- The school will have traumatic incident procedures in order to provide support to students, staff and whanau. The procedures the school will be guided by can be found in the [Guide for Schools and Crisis Management Teams, March 2016](#) and the [9-step checklist for managing emergencies and Traumatic Incidents](#). All staff will have ready access to these and be familiar with them.
- New staff will be trained in the school's established procedures. The TIP and Procedures will be discussed with staff every year.
- Cultural sensitivity will be considered in every circumstance.
- The welfare of students must be the matter of paramount concern, and in this regard, consideration will be given as to how to best communicate with them. eg in small groups/classrooms rather than one announcement at an assembly.
- Only the Principal and/or Chairperson has responsibility for dealing with the media and releasing announcements. The CMT will liaise with external agencies as required.
- This policy and procedures will be reviewed as part of the regular review cycle, and also 3-6 months after a traumatic event.

Approved:	May 2016	Supporting Documents <ul style="list-style-type: none"> • Guide for Schools and Crisis Management Teams, March 2016 • 9-step checklist for managing emergencies and Traumatic Incidents
Review	May 2019	