

# Long Bay Primary School

## Crisis Management Policy



NAG 5

Long Bay Primary School  
WHOLE CHILD EDUCATION

### Rationale

Traumatic incidents are sudden, unpredicted events. In the NZ school context they can be broadly defined as events that:

- Cause sudden and/or significant disruption to the operation, or effective operation, of a school and their community
- Have the potential to affect a large number of students and staff
- Create significant dangers or risks to the physical and emotional wellbeing of children, young people and people within a community
- Attract media attention or a public profile for the school as a result of these incidents

In the event of a tragedy or trauma, we can expect varying reactions by both students and staff. These may be irrational and include shock, inertia, forgetfulness, a tendency to believe false information, and strong emotions such as grief, anger, anxiety and denial.

When a traumatic incident impacts on the school community, the way it is managed strongly influences people's recovery and can minimise further risk.

The Principal identifies the traumatic event or situation, consults with the Board Chair, and initiates the Crisis Response process, as per the procedures.

### Purpose

- 1 To be prepared for any extraordinary event affecting the school community, especially one that involves serious injury of students/staff or their families, death, or events such as flood, fire or earthquake.
- 2 To have plans in place for responding in an event that is designated as a crisis by the Principal, who will liaise with appropriate staff and Board members.
- 3 To have a Crisis Management Team within the school that can be activated and functional immediately after notification of a traumatic event. The Principal is the team leader, and the team includes the Board of Trustees Chair (or delegate) and members of the Senior Leadership Team.
- 4 To have clear procedures for dealing with the crisis, for accurate communication, responding to the media, and supporting the welfare of students and their families.
- 5 To have clear lines of communication with the community, to be set up and reviewed by the Principal.

Note: Emergency Procedures are recorded within the Health, Safety and Welfare Procedures

### Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the approval of the Board.

A copy of this policy is to be included in the School Policy Manual, a copy of which shall be available to all staff, and to students and parents at their request.

<b>DATE:</b> 2019 <b>Next Review:</b> 2022	<b>APPROVED BY:</b>	
	<b>PRINCIPAL</b> L. Barton	<b>BOT CHAIRPERSON</b> K. Jackson-Cox