



**RAFFLES**  
INTERNATIONAL  
SCHOOL

Towards Excellence

## Critical Incident Policy

**Adopted:** August 2014

**Revised/Amended:** August 2015, August 2016, August 2017

**Next review:** August 2018

<b>CEO/Board</b>		 <b>Principal</b>
 <b>Head of Primary School</b>	 <b>Head of Secondary School</b>	<b>Other relevant staff</b>

**Distribution List:**

- CEO/ Board
- Principal
- Section Heads
- Academic Staff
- Parents

## Critical Incident Policy





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## School Vision, Mission and Core Values

### Our Vision

Providing world-class education

### Our Mission

To empower students with a holistic, rigorous and international education for success in an ever changing world

### Core Values

Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

### Preamble

The document describes the policy which guides the management of Critical Incidents within the Innoventures Education group. This policy may be refined to reflect the particular needs and environments of the different learning organisations and should be reviewed bi-annually and post any major incident.

### Introduction

There are occasions when schools will experience incidents of a significant or extreme nature. Such incidents often involve rapid time sequences, overwhelm usual coping responses, create severe disruption and may lead to further crisis if not dealt with appropriately. At such times it is important that there has been previous staff training and that there is a clear response plan that can be followed to ensure swift and appropriate action throughout the community.

### Definition

A critical incident is defined here as an incident or series of events that may have a major impact on the school. Such an event is often beyond the normal confines of operations and may result in enduring disruption and emotional stress for the community. Critical Incidents may involve one or more pupils, staff, the school or the local community.

Types of incidents may include:

- The death of a pupil, member of staff, student parent or sibling
- An accident/tragedy in the local area that affects the school community
- Serious damage to the school
- The disappearance of a member of the school community
- A serious accident or illness of a member of the school community



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### **Procedure**

The Critical Incident Policy and Plan is to be reviewed bi-annually and after any critical incident.

A Critical Incident Team (CIT) is formed before the beginning of each year. The Head of School is responsible for leading the team unless this responsibility is designated to another senior staff member. If this is the case, the designated staff member will lead the process from beginning until it is deemed closed. During induction all staff are made aware of the Critical Incident Policy and Plan and are trained where deemed necessary. In the event of a critical incident the Head of School or designated leader will determine to what extent the plan will be implemented. The Critical Incident Team will be brought together to implement the Plan.

### **Strategy**

The most important actions of critical incident management are:

Follow the school Critical Incident Plan

Determine the facts

Respond to the incident to ensure physical and emotional safety

Manage information effectively

Care for students and staff

Provide closure to the incident

### **Team**

The Critical Incident Team will consist of:

Head of School

Principals

School Counsellor

Facilities Manager

Other staff dependent on the size of the institution

### **Policy Review**

This policy is to be reviewed annually, though; any deficiencies or weaknesses in Critical Incident Policy will be remedied without delay.