

# REPORTING AND MANAGING SCHOOL INCIDENTS (INCLUDING EMERGENCIES) POLICY

---

## PURPOSE

This policy describes the requirements of Boneo Primary School for reporting and managing school incidents and hazards.

## SCOPE

Incidents that are in scope for this policy and associated guidelines are any actual or alleged event or situation that:

- causes harm or creates a risk of causing harm to a student's health, safety and wellbeing either directly or indirectly while under the care or supervision of the school, including international students
- impacts a student and is brought to the attention of the school, regardless of when or where it occurred, provided it is impacting on the student or other students within the school environment
- causes harm or creates a risk of causing harm to an employee's health, safety and wellbeing either directly or indirectly in the work setting
- affects or risks affecting the continuity of school operations, including matters of security, property damage and emergencies
- requires police notification or involves matters of serious conduct
- is a WorkSafe Notifiable Incident

## POLICY

Boneo Primary School will adhere to the guidelines and procedures that apply to:

- incidents at all government schools and to services delivered by school councils within the school environment.
- incidents that occur during travel to and from school, on camps, excursions or outdoor adventure activities, outside school hours, or online school environments.

Boneo Primary School will report and manage incidents in accordance with the guidance and procedures outlined. Boneo Primary School is required to manage incidents according to the six stages of the Department's School Incident Management System (SIMS).

### School Incident Management System

#### 1 Identify and respond immediately

This stage describes how to identify an incident, and what immediate general actions the Principal and/or delegate should take.

- Respond to immediate needs of student, staff or any other parties.
- Contact emergency services on 000, if required.
- Enact school's Emergency Management Plan (EMP), if required.
- Preserve evidence, if appropriate (Refer to Note 1).
- Contact nominated family or carers, if appropriate.

Note 1: For incidents that are 'Notifiable Incidents' to WorkSafe, the site must be preserved, except where there is an immediate need to protect the health and safety of persons, provide first aid to any injured persons or to take essential action to make the site safe.

## 2 Report the incident or hazard (Report for Support)

Following the immediate response to the incident, the Principal and/or their delegate are responsible for undertaking an assessment of the incident's severity rating, using the Severity Rating Decision-making Matrix (attached).

Incidents are rated as either:

- Extreme (Red)
- High (Orange)
- Medium (Yellow) or
- Low (Blue)

### Reports to the Incident Support and Operations Centre (ISOC):

Incidents rated as Extreme, High or Medium must be reported to the Incident Support and Operations Centre (ISOC) on **1800 126 126** for immediate advice and coordination of Area-based supports; and recorded by the school on CASES21 or equivalent records management system.

Incidents rated as Low do not need to be reported to ISOC but must be recorded by the school on CASES21 or an equivalent records management system.

### Reports on eduSafe:

The Principal and/or their delegate must ensure all identified hazards and incidents involving employees, volunteers, visitors, contractors and members of the public are reported onto eduSafe.

The Principal and/or their delegate, in consultation with the affected person(s) and relevant health and safety representatives (HSR), are to close out the eduSafe report by developing and implementing an 'action plan' to address the hazard or incident in order to manage the risk and to prevent a recurrence.

### Reports to WorkSafe:

Reporting notifiable incidents to WorkSafe and preservation of the incident site:

The Principal and/or their delegate must contact WorkSafe on **13 23 60** to report Notifiable Incidents immediately after becoming aware that an incident has occurred and must provide WorkSafe with a completed incident notification form within 48 hours.

WorkSafe Victoria will provide a reference number on notification and will advise whether the incident site is to be isolated and/or preserved until a WorkSafe Inspector arrives.

### Additional reporting obligations:

Depending on the nature of the incident, the Principal may have a number of other reporting obligations, including:

- Employee Conduct Branch for advice and support on allegations of serious misconduct, unsatisfactory performance, sexual harassment and to report any reportable conduct. (Refer to [Complaints, Unsatisfactory Performance and Misconduct — Teaching Service](#) and [Reportable Conduct Scheme](#))

- DHHS Child Protection for mandatory reports or Child FIRST for other child protection concerns (Refer to [Protecting Children — Reporting and Other Legal Obligations](#))
- Victoria Police for serious criminal conduct, including for allegations or suspicions that a sexual offence has been committed by an adult against a child under the age of 16. (Refer to [Protecting Children — Reporting and Other Legal Obligations](#) and [Police and DHHS Interviews](#))
- Suspected fraud and corruption must be reported to the Department's Fraud and Corruption Control Unit (Refer to [Fraud and Corruption Control](#))

### 3 Ongoing support and recovery

The Principal and/or their delegates, are responsible for:

- managing all incidents in accordance with all policies to ensure safety and wellbeing of student and staff
- providing ongoing support to impacted students and staff.

For Extreme (Red) and High (Orange) incidents, the region and/or central will assist with the coordination and provision of supports.

Principals and/or their delegates can raise the severity of an incident if they require support.

### 4 Investigate

Some incidents may trigger investigations under other Department policies and legislative schemes (for example, privacy breaches should be reported in accordance with the [Privacy and Information Sharing Policy](#), mandatory reporting to DHHS). A preliminary investigation screening should be undertaken within two days of the incident being reported to the ISOC.

For WorkSafe Notifiable Incidents, the principal and / or their delegate are to conduct a formal incident investigation within 24 hours of the notifiable incident, where possible, using the [Hazard and Incident Investigation Template](#) or equivalent.

For the investigation, the Principal and/or their delegate may decide to convene an incident investigation team, comprising school leadership staff, the school's HSR, affected employee and other employees, depending on the nature of the incident. The investigation should seek to identify the causes and any potential hazards, and provide recommended control and preventative measures.

### 5 Review and close

This stage outlines the process and accountabilities for incident reviews and closure. Reviews are discretionary but provide a valuable learning opportunity.

The incident severity rating informs the responsible authority for closing incidents, in consultation with the principal.

### 6 Analyse and learn

This stage provides an overview of the Department's data analysis framework for analysis of incident information.

## **RELATED POLICIES AND RESOURCES**

- [Child Protection and Child Safe Standards \(PROTECT\)](#)
- [Complaints, Misconduct and Unsatisfactory Performance — Teaching Service](#)
- [Crime Prevention in Schools](#)
- [Emergency and Critical Incident Management Planning](#)
- [OHS Management System \(OHSMS\) Overview — Employee Health, Safety and Wellbeing](#)
- [Reportable Conduct Scheme](#)
- [Schools Incident Management System Policy and Guidelines \(whole of Department\)](#)
- [Students Absconding or Going Missing from School](#)
- [Suicide Prevention and Response](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)

## **Relevant legislation**

- [Children, Youth and Families Act 2005 \(Vic\)](#)
- [Child Wellbeing and Safety Act 2005 \(Vic\)](#)
- [Health Records Act 2001 \(Vic\)](#)
- [Ministerial Order No.870 — Child Safe Standards](#)
- [Occupational Health and Safety Act 2004 \(Vic\)](#)
- [Occupational Health and Safety Regulations 2017 \(Vic\)](#)
- [Privacy and Data Protection Act 2014 \(Vic\)](#)

## **ENDORSEMENT**

This policy was ratified by School Council on 13<sup>th</sup> October 2020.

## **REVIEW PERIOD**

This policy is scheduled for review in October 2023.