

Henderson Intermediate School

CRISIS MANAGEMENT POLICY

RATIONALE

Henderson Intermediate School ensures that in the event of a CRISIS situation arising, that staff and students are kept safe.

Procedures are in place to ensure that the CRISIS is managed effectively.

A CRISIS might be: Death of a student or staff member, School Fire, Lockdown situation or Pandemic.

GUIDELINES

Communication

1. The Principal will verify the information and report to the Board Chairperson.
2. Having certified the information the Principal will call a meeting of the Crisis Management Team (CMT) as soon as possible
 - ↪ The CMT will comprise: Principal and Deputy Principals.
 - ↪ The CMT will work through information and make decisions about any immediate response and actions to be taken.
 - ↪ The Board Chairperson or Principal will prepare any public statements to be made if appropriate.
3. The Principal will ensure that all staff are informed either through the use of the Telephone Tree or at a staff meeting.
4. The Board Chairperson/Principal will ensure that members of the Board of Trustees are informed about the event and the proposed action to be taken.
5. As soon as possible the Principal will call a full staff meeting (including non teaching staff) to:
 - ↪ give information about the event;
 - ↪ inform staff of the action plan;
 - ↪ discuss avenues of support for students and staff and,
 - ↪ respond to any staff questions.
6. Students will be informed as appropriate by Homeroom Teachers. A prepared statement will be given to teachers and staff will be advised on:
 - ↪ how to discuss the situation with students;
 - ↪ how to identify students in need of support, and

- ↳ what to do with distressed students.

Responding Appropriately

1. As far as possible, normal timetable will be maintained, but staff may decide to postpone tests, sports visits etc.
2. An appropriate room will be set aside to be used by students in distress. At all times there will be an appropriate adult available in this room to provide support to students. Appropriate adults could include the staff members or persons from outside agencies .
3. Relief staff may be needed to cover staff who:
 - ↳ are particularly distressed or are unable to carry out their normal duties.
 - ↳ have been assigned duties under the action plan.
4. Where appropriate the Principal or delegates should contact or visit the family as official representatives of the school in the case of a significant person, bereavement. ie Student of the School, Teacher of the School
5. The CMT will meet regularly throughout the CRISIS. Staff will be kept up to date with developments and have opportunities to contribute ideas and information and discuss issues. Staff will need to be involved in the ongoing monitoring of students.
6. Some students or groups of students may need ongoing counseling or extra support. The school will assist in ensuring that this is made available. Appropriate agencies will be used.

Pandemic

In the event of a Pandemic, the School will be **directed** by the Ministry of Education Local Office in Auckland and also the Secretary Of Education, National Office of the MOE.

An attachment to this Policy is the Covid-19 Action Plan.

Additional Attachments to this policy are:

1. Information - Parents, Staff and Students.
2. Guidelines - in-school routines under the various levels of the Pandemic.
3. Parent letter - use of School Devices at home
4. Employee “ Return to School Form.”

Review

1. At an appropriate time after the CRISIS a debrief will be carried out by the Board of Trustees and the CMT.
2. Critical review of the procedures and actions taken during the CRISIS will be done. If necessary, changes will be made.
3. Identification of staff training needs if appropriate and implement such training.
4. Report to staff and the community about the outcome of the review and advise of any improvements for future CRISIS.

Reviewed on 14th February 2022