Camps & Excursions Policy

The School’s response to students who participate in school activities off campus

(This policy last updated 2007)
Rationale

Good Shepherd Lutheran School promotes school camps/excursions as a means of extending student's learning. We believe there are many benefits, all of which enhance the growth and development of students, as they live and learn together away from home and classroom.

Aims

• To provide activities that complement and support Good Shepherds Curriculum in the Key Learning Areas

• To provide students with the opportunity to participate in activities which will enrich their knowledge of the world, society and their personal development.

• To develop positive relationships and respect between teachers and parents with students and students with their peers.

• To develop and strengthen students everyday life skills. Eg. the camp/excursions aims to assist the child with their social skills, including coping with being away from home, sleeping/living with a bigger group and being more responsible for organizing themselves in an ever widening variety of situations.

• To provide a happy and safe environment for all students. Therefore appropriate student behaviour leading up to and during the camp/excursion is expected. A child will not be guaranteed a place in planned activities unless behaviour is acceptable.

• To build on prior camping/excursion experiences.

Policy

Camps and excursions are to compliment the schools academic programs. As a guide, each grade area should attend 2 excursions and 2 incursions per year and one camp every second year.

At Good Shepherd we have in the past provided a variety of camp experiences spread across all year levels. These occur every even year eg. 2006, 2008, 2010 etc.

The selection of venues for camps may change depending upon factors such as curriculum links and educational outcomes, student needs, affordability and availability.

Previous camp experiences include,

Rec/Yr 1 Have a sleepover at school or nearby accommodation.

Year 2/3 Zoo Snooze

Year 4/5 Loxton Camp

Year 6/7 Murray Bridge Aquatics
CAMPS

ADMINISTRATION and ORGANISATION CHECKLIST

Teachers conducting a camp must satisfy themselves and the Principal that all the areas listed below have been attended to:

1. Determine the aims of camp
2. Site selection:
   • Select the campsite and pay deposit
   • A risk analysis to determine suitability of the campsite must be undertaken.
3. Decide / plan a program:
   • pre-camp activities
   • camp program
   • post-camp activities
   • wet weather program
4. Costing:
   • transport
   • accommodation
   • catering
   • excursions
   • equipment and incidentals
5. Meet with Business Manager to determine billing procedures
6. Obtain Principal's approval
7. Prepare parent advice notice re ‘Consent form and Medical information’
   • approval to attend
   • health information – medical problems
8. Hire transport:
   • time and date of departure from school
   • time and date of departure from camp
9. Hire caterer (if needed):
   • time and date of arrival at camp
   • time and date of departure from camp
10. Prepare information sheet for parents, students and staff
    • aims
    • departure and arrival times
    • clothing and equipment
    • program
11. Select parental helpers (refer guidelines)
12. Consider duties roster
13. First-aid and emergency procedures
14. Pre-camp briefing
    • students' requirements
    • equipment for program – checklist
    • planning
15. Post-camp briefing
    • problem areas – suggested changes
    • evaluation – staff and students
    • post-camp – program
EXCURSIONS

ADMINISTRATION and ORGANISATION CHECKLIST

Teachers conducting an excursion must satisfy themselves and the Principal that all the areas listed below have been attended to:

1. Determine the aims of the excursion
2. Site selection:
   • Select the excursion destination
   • A risk analysis to determine suitability of the venue must be undertaken.
3. Decide / plan a program:
   • pre-excursion activities
   • post- excursion activities
   • wet weather program
4. Costing:
   • transport
   • equipment and incidentals
5. Meet with Business Manager to determine billing procedures
6. Obtain Principal’s approval
7. Prepare parent advice notice: re ‘Consent form and Medical information’
   • approval to attend
   • health information – medical problems
8. Hire transport:
   • time and date of departure from school
9. Prepare information sheet for parents, students and staff:
   • aims
   • departure and arrival times
   • clothing and equipment
   • program
10. Select parental helpers (refer guidelines)
11. First-aid and emergency procedures
12. Pre-excursion briefing
   • students’ requirements
   • equipment for program – checklist
   • planning
CAMPS and EXCURSIONS

OTHER

1. Consent Form / Medical Information:
   Complete consent/medical proformas
   Consent forms and medical forms **must be taken** on the camp / excursion.
   A **duplicate list of students attending** must be left at the office.

2. Teacher / Adult: Student ratios:
   The younger the children the more adult supervision is needed.
   Generally 1:5 is acceptable for junior primary and 1:10 for upper primary.

3. Legal Requirements:
   Teachers who do not act in a ‘reasonable’ manner when in charge of a group of students may expose themselves and the School to the possibility of legal action.
   In general, the duty of care required of teachers is that expected of a reasonable parent in the same or similar circumstances.

4. Day trippers for camps (eg. parents/caregivers) are required to have a Police Clearance for them to participate in the program.

GUIDELINES FOR ELECTING CAMP / EXCURSION VOLUNTEERS

Parent Volunteers
Good Shepherd Lutheran School is a member of The Lutheran Schools Association which recommends that volunteers in certain one-of activities such as camps/excursions, should obtain a Police Clearance and present it to the Principal before going on camp/excursion with the students.

Forms are available from the front office and there is currently no cost to parents for this service.

A parent/teacher ratio of 1:10 is required for the adequate supervision of students whilst on camp/excursions. (Ratio 1:6 for aquatic activities)

A balance of male/female adults attending camps/excursion is desirable.

The classroom teacher will decide who the volunteers will be and inform parents as necessary. Camp volunteers are expected to attend the entire camp. All volunteers need to adhere to the school’s Code of Ethics.

Other parents who wish to attend camps/excursion will be at the discretion of the classroom teacher but is not encouraged. If so, extra parents wishing to attend will need to pay a cover charge to meet the costs of the camp and have a Police Clearance.
CONSENT FORM & MEDICAL INFORMATION

(Insert details of camp / excursion here………)

** This form must be completed and signed and returned by ……………….

NAME OF CHILD:___________________________________________________________

ADDRESS: _________________________________________________________________

PHONE NUMBER: (in case of emergency) ________________________________

When not at above, alternative name and address to be contacted

__________________________________________________

__________________________________________________

__________________________________________

As parent/guardian of this student, I give my consent for ___________________to participate
in all camp activities.

I agree to the delegation of authority to the teachers/adult supervisors for any disciplinary
action they deem necessary to ensure the safety, well-being and successful conduct of the
students as a group, or individually in the above mentioned activities.

I also authorise the teachers/adult supervisors to obtain medical assistance which they deem
necessary should an accident occur. I submit the attached medical information and include
details of limitations which he/she has for the activities concerned.

Signed:____________________Date:_________________

(Parent/Guardian)
MEDICAL INFORMATION  (Please state all conditions)

Any relevant health problems (asthma, epilepsy, allergies, heart problems, respiratory problems).

I give permission for my child to have a blood transfusion if necessary:  Yes/No

Diet Restrictions:  Yes/No

Travel Sickness:  Yes/No.

Sleep Problems: (nightmares, bed-wetting, sleepwalking)  Yes/No

Additional Information:

*N.B. Any medicines required by your child should be clearly labelled with instructions and given to the teacher in charge prior the camp (as per the school’s First Aid Policy).

Signed_________________Date_____________
(Parent/Guardian)
CAMP / EXCURSION VOLUNTEER FORM

Dear Parents/Caregivers,

(Insert details of camp / excursion here........)

For camps / excursions to be successful adult volunteers are needed to assist with supervision in a variety of forms. This assistance for teachers and camp leaders is necessary in maintaining adult/student ratio and gender balance.

Volunteers need to be aware of the following criteria in the selection process:

• throughout a student’s camping experiences at Good Shepherd all parents/care givers will be given opportunities to attend

• under the Lutheran Church and school policy all selected volunteers need to agree to a police check to determine suitability to work with students

• gender balance for all adults attending is a high priority

• selected volunteers would be expected to attend the whole camp (‘day trippers’ are discouraged)

• selected volunteers will be required to assist with supervision of all students

• selected volunteers will be required to meet with staff prior to the camp

• adherence to the Code of Ethics is essential (attached)
OFFER OF ASSISTANCE

I, ____________________________, have read and understand the selection criteria and wish to nominate for consideration of a camp / excursion volunteer.

_________________________ signed ________________ date

The teaching staff will inform you of the status of your interest in being a volunteer in the next few weeks.

Previous camps / excursions attended as a volunteer at Good Shepherd.

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CODE OF ETHICS FOR VOLUNTEERS

At Good Shepherd we are very fortunate to have parents, grandparents and community volunteers who are prepared to spend time assisting students with writing, listening to students read, helping students with craft, assisting students in music, etc. For their many hours of voluntary work we are most grateful.

Being a volunteer in any of these areas also carries certain responsibilities which are summarised in “The Six C’s of LAP”:

Care - for children
Communication - with students and teachers
Content - know what to do
Confidentiality - remember that working with someone else’s child is a privilege and requires complete confidentiality.
Commitment - to students and teachers
Co-operation - with students and teachers

(Adapted from “The Lap Companion”)

Teacher Organisation and Implementation
The classroom teacher is the responsible officer as ‘Camp Coordinator’ for the organisation of the camp/excursion experience in consultation with the Principal. The following considerations are to be met,

• All camps must be held at an accredited campsite.
• Teachers to use computer generated proformas.
• When organising coaches, the Camp coordinator will gain two quotes from different companies. Written quotes and confirmations must be obtained.
• Coaches must have seatbelts.
• The classroom teacher must prepare an Emergency Management Plan (Appendix 1). All camp staff, parent volunteers and students, where appropriate, need to be familiar with specific procedures for dealing with emergencies on camp. Emergency procedures will be explained as soon as practicable after arrival at camp.
• In the event of an emergency or accident / injury, appropriate emergency action will be taken and the School Principal will be immediately notified.
• Parents will be advised of telephone numbers of the designated school contact person. While students are on camp, if parents believe that an emergency may have occurred (eg. through a media report), they should liaise first with the school contact person eg Principal.
• All children will have the opportunity to participate in all out of school activities, but the right to participate may be withdrawn, if the behaviour of a student is such that the teaching staff considers the student to be very disruptive, non compliant or to be a risk to either the safety of other students participating or themselves. Disruptive behaviour will be recorded as evidence.
• At least one staff member should have prior experience in managing students in a camping environment.
• At least one staff member should have a current First Aid/CPR Certificate. A First Aide Officer will be designated for camp to manage the First Aid Kit, students medical forms and medications, with all First Aide done through this person.
• If a staff member is unable to attend camp due to unforeseen circumstance, a swap may be made with another willing staff member and/or Principal.
• If a swap is made, the parents of the children in that grade will be notified, in writing, that an alternative teacher will be taking that grade for the duration of the camp.
• Parent helpers and trainee teachers may be used on camps, but they must have a satisfactory Police Records check (or Statutory declaration if time doesn’t allow for Police checks) prior to the camp.
• The minimum staff / student ratio for base camping will be 1:10. However the following ratios apply for these activities
  Aquatic Activities 1:6
  Night walk 1:6
• All camps must be fully funded, including the cost of police checks and TRT replacements.
• Camp fees must be paid in full by the due date for students to participate in the camp.
• If any family is experiencing financial difficulties (camp payments), it must be discussed with the Principal prior to the due dates.
• No camp money will be refunded until all camp costs are fully covered.
• In the case of genuine illness and a student is unable to attend camp, money may be refunded.
• First Aid Kits and mobile phones to be included on all camps. Phones only for teacher use.
• Camp Checklist is to be completed prior to each camp.
• Camp attendance roll of all students is to be checked prior to departure.
• Parents/Guardians to sign a release form when collecting students.
• All parents, prior to students attending camp, will complete permission, behaviour, and medical camping forms.
• All medication will be placed in a snap lock bag with the attached label completed with the student’s name, medication and dosage.
• A Medication Record Sheet will be completed and signed each time medication is administered to a student.
• First aid personnel will be required to complete a Student Injury Report for a serious student injury.
• No student will be able to take a mobile phone on camp or contact parents via public telephone while on camp.
• All parent helpers and trainee teachers to have Principals approval and are to be trained by class teacher in their expected roles – duty of care, protocol, responsibilities and expectations, camp organisation, confidentiality, emergency management, discipline and children’s needs.
• All camp volunteers are to sign a confidentiality statement.
• Parent helpers to be selected by teaching staff based on specific criteria (classroom / school helper, gender balance, first aid training and ability to relate to students and staff).
• Alternate activities must be planned in case of inclement weather or unforeseen circumstances.
• Pre and post activities to be completed by students that relate to the camp.
• If the teacher organising camp is inexperienced in camping then they must be assisted.
• There will be no NIT swaps for camps or excursions.
• Yard Duty to be organised and shared by remaining staff not on camp.
• All camp documentation will be kept on file in the compactus. Evaluation sheets (Appendix 8) to be completed after each camp.
INDEX

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2. Definitions
3. All Hazards approach to Emergency Management
4. Responding to Emergencies and Critical Incidents
5. Overview of Emergency Management Plan
6. Evacuation
7. Site Plan
8. Emergency and Evacuation Procedures
9. Management of Critical Incidents
10. Responsibilities Checklist
11. Sample letter to parents from the Principal
12. Operational debriefing

1. The purpose of this plan is the
   • prevention of;
   • preparedness for;
   • response to and good management of;
   • recovery from; and
   • review of

Emergencies and Critical Incidents which impact on the school in order that:
   • Injury is prevented, minimized or effectively dealt with.
   • Trauma and distress to students and staff and damage to property are minimized.
   • There is containment of effect of a critical incident on the school community.
   • The school is returned to normal functioning as quickly as possible after the event.
   • Likelihood of further traumatic incidents occurring is minimized.
2. Definitions

**Emergency:**
An event, actual or imminent, which
• occurs on or off site;
• endangers or threatens to endanger life, property or the environment; and
• requires a significant and coordinated response.

**Critical Incident:**
An incident in which there is a high likelihood of traumatic effects, evoking unusual or unexpectedly strong emotional reactions, which have the potential to interfere with the ability of the individual, group or school or system to function either at the time or later. Such incidents may include an accident causing death or serious injury, suicide, a major bush fire, drug related incidents, serious medical or health emergency, use of weapons on site, threats of or actual physical violence.
A critical incident will often involve rapid time sequences, attract media attention, and require interventions from LSA office and interagency partners in order to achieve a recovery to normal operations.

**Incident Manager:**
The person responsible for the overall control of an emergency or critical incident. In the first instance usually the Camp Manager in liaison with the Camp Coordinator and/or School Principal.

**Hazard Management Agency:**
The organization designated with responsibility by legislation or in State level emergency management plans.

**Emergency Coordination Centre:**
The facility established to coordinate and organize emergency management provision of services.
3. An All Hazards Approach to Emergency Management

- Risk Assessment
  - Identify Risk
  - Analyse risk
  - Assess and prioritise risk
  - Develop treatment strategies

- Prevention
  - Act in a way to minimize the risk of emergencies occurring

- Preparedness
  - Develop emergency management plan
  - Communicate the plan to all staff
  - Train Key staff
  - Test and modify the plan

- Response
  - Initiate emergency response procedures

- Recovery
  - Initiate recovery and return to normal operations
4. Responding to Emergencies and Critical Incidents

Please note that all emergencies and critical incidents in schools must be handled promptly, by considering the following:

**Assess:**
- student safety
- staff safety
- community safety
- danger to property
- need for emergency services

**Evacuate:**
- Who? All persons in danger or likely to be in danger.
- Where to? Designated assembly area.
- How? Via the designated route or the safest possible route.

**Inform**
- Principal
- Teachers
- Director LSA
- Students
- Parents
- Other schools
- Other agencies

In emergency situations the Incident Notification form can be completed

**Organise**
- Support - Counsellors
- Resources
- Notices/statements.

**Undertake**
- Recovery
- Review

N.B. All employees must be mindful of their responsibility for confidentiality related to emergencies and critical incidents.
5. Overview of the Emergency Management Plan

Source of information ie Camp coordinator

Principal ph 08 85642396 mobile 0438642396 or delegate

Meeting of Response Team
- Principal
- LSA
- Camp Coordinator
- Counselor
- Secretary

Support and counseling put into place

Review meetings

EMERGENCY SERVICES
Police: Life Threatening Emergency ph 000
Local: (Closest to excursion/camp) ph
Hospital: (Closest to excursion/camp) ph
Fire Brigade: 000 or mobile 112
Ambulance: 000

LSA District Office: 08 82675565
Director: Barry Kahl 08 82678401 mobile 0411149648
Deputy Director: Lois Pfitzner 08 82678401
Human Resources: Neil Lutz 08 8267 8412
School Chairman: Mick Kock 0414639217
School Counselor: Bob Modra 85622546

Student Services – Health and safety ph 92645347

Teachers and other staff

Office

Operational debriefing

Students

Parents

Incident reports

Evaluation

Source of information ie Camp coordinator

Meeting of Response Team
- Principal
- LSA
- Camp Coordinator
- Counselor
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Evaluation
6. Camp Evacuation Procedure

Sound the **EMERGENCY SIGNAL** eg Use Continuous Whistle and/or Fire Alarm

Follow plan as per site

**If unable to refer to procedure of site action the following**

a. Camp Manager or Teacher in Charge to control situation.
b. Leave all possessions in the dormitories.
c. Evacuate building via the safest exit: preferably the MAIN EXIT.
d. Move students to the CAR PARK at top of driveway.
e. Camp Manager and Teacher in Charge to check all rooms.
f. Teachers to check presence of all students. (Teachers to stay with and assume responsibility for students.)
g. Report missing persons to Camp Manager.
h. Remain at MAIN CARPARK and wait for further instructions from Camp Manager, Teacher in Charge or EMERGENCY SERVICES.

7. Site Plan

Ensure in Camp planning that all staff and volunteers have a site plan and where to meet in an emergency. Inform all parent volunteers, students and staff when arrive on site.

8. Emergency Procedures

Staff need to be familiar with the following procedures should the need arise.

Sound the **EMERGENCY SIGNAL** eg Use Continuous Whistle and/or Fire Alarm

**Possible situations, in the event of,**

**FIRE**

- Locate source of smoke by checking the fire alarm number on arming station against the Camp School Plan. In the case of a false alarm – Mute the noise maker and reset the arming station.

**NOTE:** Fire extinguishers should only be used where it is safe and vital to do so. To be used only by people who know which type to use and how to use them.

- Evacuate everyone to the EVACUATION ASSEMBLY AREA (main entrance car park) as indicated on the Camp Plan.
- Camp Manager (if absent Teacher in Charge) to call Fire Brigade on 000 or (mobile) 112.
- Teacher in Charge to complete a roll call of all campers.
- Camp Manager to ensure all camp staff are accounted for.
- Camp Manager to give all clear to group once it is safe to do so.
- **DO NOT RE-ENTER** fire damaged area
**BUSHFIRE**

**TEACHER IN CHARGE**
- Assemble group in DINING Room.
- Complete a roll call.
- Wait for further advice from Camp School Manager

**CAMP SCHOOL STAFF:**
- Turn gas and electricity off
- Insert down-pipe plugs.
- Use fire hydrant and hoses to wet external walls and roof. Fill gutters.
- Close doors and windows.
- Seal doors with wet towels.

**BOMB THREAT**
- Evacuate everyone to the EVACUATION ASSEMBLY AREA (main entrance car park) as indicated on the Camp Plan. Then move to OVAL.
- Teacher in Charge to complete a roll call of all campers.
- Camp Manager to call police on 000 or (mobile) 112.
- Camp Manager to identify items foreign to the location
- Camp Manager to manage until suspect package located.

Then police assume control.
- If evacuating, students take personal belongings if possible.
- Leave windows/doors open

**GAS LEAK**
- Camp Manager (or camp staff) to isolate gas supply and ignition sources.
  IF NOT CONTROLLED:
- Evacuate everyone to the EVACUATION ASSEMBLY AREA (main entrance car park) as indicated on the Camp Plan.
- Teacher in Charge to complete a roll call of all campers.
- Camp Manager to call Fire Brigade on 000 or (mobile) 112.

**EARTHQUAKE**
- During initial stages children are to remain in dorms or buildings and are best served sitting calmly under the top bunks of their bed.
- Camp School Manager will instruct school on evacuation procedures should that be necessary.
- Teachers are to wait for these instructions and have camp list at hand.
- Check proposed evacuation route for structure safety before evacuating.
• Evacuation: follow procedure  
• All Clear; the Camp Manager will give the signal to resume normal activities.

**CYCLONE**  
- Gather in strongest room eg Bathrooms.  
- Secure windows, doors, loose objects  
- Camp Manager to check damaged buildings, walkways, fallen power lines, debris, flooded areas, prior to any people movement.

9. **Management of Critical Incidents**

**SERIOUS ACCIDENT – AT CAMP**

First adult to site:
  a. Take control of site – check for immediate danger to self, others and the victim.  
  b. Resist moving victim if a spinal injury is suspected.  
  c. If at Camp, Contact Camp School office immediately. If out of hours, contact Camp Manager  
  d. Camp Manager to attend accident. Camp office to ring emergency services. If unavailable, Teacher in Charge to ring appropriate services whilst Camp Manager or another suitably qualified person attends to the injured person until emergency services arrive.  
  e. Teacher to take charge of students and move them away from victim.  
  f. Teacher in Charge to notify Principal  
  g. Principal and/or Teacher in Charge to contact student’s parents.  
  h. Accident report to be completed by both Camp Manager and Teacher in Charge.

**SERIOUS ACCIDENT ON EXCURSION**

Follow steps a and b above.  
Have a qualified person to execute First Aid.  
Teacher in Charge to ring emergency services.  
Then follow steps e. to h.

**FATALITIES – AT CAMP**

1. First adult to site: Isolate and control emergency situation so that no other fatalities occur. Send an adult or two students to notify Camp Manager or Teacher in Charge immediately.  
2. Move all students away from scene eg to dining room. Delegate an adult to supervise group.  
3. Camp Manager or Teacher in Charge to notify emergency services and Principal of school.
4. One adult to remain at scene of accident to ensure site is undisturbed to preserve evidence.
5. Camp Manager or Teacher in Charge to record names of witnesses: exact location, time, telephone number, description of events etc.
6. Teacher in Charge to contact Principal to notify parents immediately and call for counselling services.
7. Camp Manager and Teacher in Charge to complete Accident Statement and Report.

FATALITY – ON EXCURSION

1. Isolate and control emergency situation so that no other fatalities occur.
2. Notify Teacher in Charge immediately.
3. Teacher in Charge to notify emergency services.
4. Remove students from scene and organize for their return to school.
   Then follow steps 3 to 7 above.

CONTAGIOUS DISEASES

1. Isolate sick person.
2. Notify Camp Manager and Teacher in Charge who will...
3. Contact hospital.
4. Teacher in charge to notify Principal to determine who will notify the child’s parents.

MISSING CHILD

1. Assemble the students and complete a roll call.
2. Notify the Camp Manager, who will take charge of the situation – in his absence, the Teacher in Charge takes control.
3. Manager or Teacher in Charge to stay with students whilst another adult(s) looks for the child.
4. Adult(s) to look for child for a predetermined time (usually 10 minutes) in a predetermined area.
5. Contact the Police and Principal, should the child not be found within this time.
6. When deemed appropriate, teacher to return to the Camp with the rest of the students.
7. Principal to notify the child’s parents.
10. Responsibilities Checklist

a) Teacher in Charge
- Record information and facts.
- Ensure contact with emergency agencies.
- Removal of children from the scene.
- Take appropriate safety precautions.
- Liaise with camp staff and other key staff.
- Ensure accident site remains undisturbed.
- Seek Family permission to release information.
- Inform School Principal.
- Coordinate response and assist recovery process.
- Convene Emergency Management Team meeting on site.
- Brief school re: handling of enquiries.
- Record all events, actions and witness details.
- Direct media enquiries to Principal.
- Be visible, available, and supportive, to empower visiting staff.
- Brief whole staff.
- Update staff, parents and students as appropriate.
- Monitor needs of teachers and support staff.
- With Principal organise an operational debriefing.
- Prepare post incident report.
- Review school needs post response.
- Review and modify EM plan.

b) School Office and Principal
- Quarantine phone line for specific use.
- Liaise closely with Teacher in Charge.
- Contact with affected family/ families immediately.
- Liaise with parent helpers, mentors & volunteers.
- Arrange early student pick-up/ reunification process.
- Organise buses for evacuation.
- Inform absent staff, and students as appropriate.
- Liaise with Emergency and Support Services as required.
- Establish counselling venues.
- Facilitate parent meetings.
- Identify and monitor high risk students.
- Establish student referral process for counsellors.
- Assign counsellor/ appropriate adult to monitor high risk students.
- Identify high-needs/ risk parents.
- Take care of deceased’s property.
- Arrange for notices, cards, flowers.
- Brief and support administrative and ancillary staff.
- Establish counselling venues.
- Organise refreshments, tissues etc.
- Prepare written statements for classrooms, parents, phone enquiries and media.
- Liaise with School Council, and P&C.
- Monitor friends and associates of victim.
- Handouts for staff and parents.
- Parent meetings.
- Death notice.
- Funeral attendance.
- Memorial service.
- Anniversary.
- Cultural and religious issues and sensitivities.
- Contact with local clergy
- Operational debrief
- Incident report
- Review & modify EM Plan

c) Staff:
- Read Principal's statement.
- Provide accurate information in order to dispel rumour.
- Maintain routine of normality
- Allow students to talk.
- Explain the support services available
- Monitor students and refer to support team.
- Consultation to parents as requested.
11. Sample statements to students, parents, community
a) FORMAL STATEMENT FOR CLASS TEACHER TO READ TO STUDENTS IN THE CASE OF A SUDDEN DEATH
I have some news to tell you.
The school has been informed that ___________________ has died.
This is all the information that we have at this time.

AND
(Other facts may be supplied if thought appropriate)
It is normal to feel upset even if you do not know ___________________.
What you are feeling is grief.
Grief is normal. You need time to work through it.
It will last for different times for different people and it won’t last forever.
You may feel a whole range of feelings from sadness through to anger.
Be aware that while you are going through these feelings so will others.
You might need to help each other.
It is really important that you discuss how you are feeling with your parents.
These are people in the school who are available to help you:
They are:
______________________________________________
______________________________________________
______________________________________________

Ways of accessing them are:
______________________________________________
______________________________________________

b) A SAMPLE LETTER TO PARENTS FROM THE PRINCIPAL
Date
Dear Parents
Yesterday (report on the facts as listed below)
a) the event
b) the child/children/staff – death/injuries)
c) What the School has done
d) I have visited the parents/families of ….and we have made plans to provide support for them at school if needed. I will advise you further of these in the near future.
d) How children may react. Children’s reactions will vary and may include crying, not wanting to talk or wanting to talk, wanting to be alone, anger, lack of concentration and sleeping or eating problems.
e) It would be best for the children’s school routine to continue as normally as possible and they should attend school as usual.
f) How to get help. Should you or your children feel the need for professional help or counselling please contact me, and I can advise on support available.
Yours sincerely
Principal.
12. Operational Debriefing

PURPOSE: A review of the management of an emergency or critical incident in order to affirm and reinforce what worked well, and refine and improve future processes and practice.

PROCESS:
Who? Key staff or entire staff to be involved? Include District Office and interagency partners?
When? Principal will convene when the emergency or critical incident is declared over.
Where? Venue as agreed
How? Independent facilitator from LSA office

FORMAT:
Brief introduction
Formal sequential process, or informal small group discussion
Ground rules
Confidentiality
Time sequenced action input
Recorder takes notes
Outcome: Post Incident Report compiled – see below
Modification to EM plan

POST INCIDENT REPORT:
Briefly record what happened
Who was involved?
Where?
When?
Who else was present?
Response Actions taken
Support Services?
Interagency support?
Other important details
Recovery - Current situation
Future actions?
Review - What worked well?
Recommendations for change/ improvement at school, district, central, local community and interagency levels.
NB: Remember:
Record factually correct information
Avoid defamatory statements
Avoid attributing motives or explanations for other people’s behaviour.
The report is a legal record.