



Department of
Education

CRITICAL AND EMERGENCY INCIDENT REPORT

NON-GOVERNMENT SCHOOL REGULATION

Explanatory notes

What is the Critical and Emergency Incidents Standard?

The Critical and Emergency Incidents Standard has been determined by the Minister for Education and Training under s.159(1)(i) of the *School Education Act 1999*. It requires every school to have and implement a critical and emergency incidents policy and procedures which:

- (a) define critical and emergency incidents consistently with the standards;
- (b) require all critical and emergency incidents to be reported and documented;
- (c) enable and require the Principal to notify the governing body of all critical and emergency incidents;
- (d) enable and require critical and emergency incidents to be managed in such a way as to give highest priority to the best interests of the student or students affected.

The Standard also requires that the governing body to ensure the Director General is notified as soon as practicable and, in any event within 48 hours of the incident, using this form.

What Critical and Emergency Incidents must be reported?

Critical and emergency incidents are defined as:

- Death, or life-threatening injury, of a student or staff member at school, or following an incident that occurred at the school, or through a related school-based activity or circumstance;
- Circumstances that pose a critical risk to the health or safety of one or more students or staff;
- Receipt of an allegation of child abuse, including but not limited to sexual abuse, committed against a student by a staff member or student, or another person on the school premises or during school-related activities, whether the abuse is alleged to have occurred recently or in the past;
- Issuing a formal warning to a staff member or ceasing the employment of a staff member for a breach of the Staff Code of Conduct suspected to be grooming behaviour;
- Any incident requiring school closure, lockdown, or a reduction in the number of students or staff attending.

A circumstance posing a “critical risk” for the purposes of this definition is one which would, if action had not been taken or the risk otherwise averted, have resulted in death, life-threatening illness or life-threatening injury to one or more students and/or staff.

How to lodge this form

Independent schools

Independent school staff are to proceed according to school policy and the authorised critical incident reporter must use this form to notify the Director General. This form should be completed and emailed to NGSRegulation.Criticalincidents@education.wa.edu.au as soon as practicable and, in any event, before 48 hours have passed.

Catholic system schools

The authorised critical incident reporter for Catholic system schools is the Executive Director, CEWA. In the first instance the school should forward this critical and emergency incident form to Employment and Community Relations, CEWA, by email to ecr@cewa.edu.au. Schools should be aware that incidents must be reported to the Director General within 48 hours. Assistance is available from CEWA Employment and Community Relations. CEWA will then ensure that the form is forwarded to NGSR.

Further information

Further information is available in the *Guide to Registration Standards and Other Requirements for Non-Government Schools* (2018), available on the Department of Education website.

Enquiries

T: (08) 9441 1904

E: NGSRegulation.Criticalincidents@education.wa.edu.au

Incident type

Please indicate the type of critical and emergency incident by ticking one or more of the boxes below.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Death, or life-threatening injury, of a student or staff member at school, or following an incident that occurred at the school, or through a related school-based activity or circumstance |
| <input type="checkbox"/> | Circumstances that pose a critical risk to the health or safety of one or more students or staff |
| <input type="checkbox"/> | Receipt of an allegation of child abuse, including but not limited to sexual abuse, committed against a student by a staff member or student, or another person on the school premises or during school-related activities, whether the abuse is alleged to have occurred recently or in the past |
| <input type="checkbox"/> | Issuing a formal warning to a staff member or ceasing the employment of a staff member for a breach of the Staff Code of Conduct suspected to be grooming behaviour |
| <input type="checkbox"/> | Any incident requiring school closure, lockdown, or a reduction in the number of students or staff attending |

If you cannot tick one of these boxes, the incident may not need to be reported to NGSR as a critical incident.

School details

School	
Campus	
Name of Governing Body Chair	
Name of Principal	
Contact Number of Chair	
Contact Number of Principal	

Incident

Date of Incident (or of receipt of allegation)	
Location of Incident	
Date Principal First Notified	
Date Chair of Governing Body Notified	

Persons involved

<input type="checkbox"/>	Whole school
<input type="checkbox"/>	Student(s) – Year Levels:
<input type="checkbox"/>	Teaching Staff
<input type="checkbox"/>	Support Staff
<input type="checkbox"/>	Volunteer
<input type="checkbox"/>	Former Student
<input type="checkbox"/>	Student from Another School
<input type="checkbox"/>	Other – please specify:

Description of the incident

Detail what happened, who was affected and any contributing factors (where relevant to the type of incident, and known at the time of the incident). Personal information is not required on this form. For example, depending on the incident, a student's year level, rather than name, will be sufficient. In the case of a mandatory report, the identities of those involved, including the mandatory reporter, **must not be disclosed** on this form.

--

Agencies notified of incident

<input type="checkbox"/>	WA Police notified	Date	Report No
<input type="checkbox"/>	Department of Communities (Child Protection and Family Support division) – Mandatory report	Date	Report No
<input type="checkbox"/>	Department of Communities (Child Protection and Family Support division) – Child protection concern	Date	
<input type="checkbox"/>	Teacher Registration Board of WA (TRBWA) notified	Date	
<input type="checkbox"/>	Department of Fire and Emergency Services notified	Date	
<input type="checkbox"/>	Worksafe notified	Date	

Actions taken to resolve the incident

<input type="checkbox"/>	Parent(s)/Caregiver(s) notified	Date
<input type="checkbox"/>	Consultation with relevant government authorities about Parent/Caregiver notification – if applicable, including when required by Standard 12.3(c)	Date
<input type="checkbox"/>	Suspension/exclusion of student(s)	Number and Duration
<input type="checkbox"/>	Expulsion of student(s)	Number
<input type="checkbox"/>	School closure	Date/s
<input type="checkbox"/>	School lockdown	Date
<input type="checkbox"/>	Reduction in students or staff attending	Date/s
<input type="checkbox"/>	Health and safety services advice sought	Date
<input type="checkbox"/>	Ambulance/Hospital or medical attention	Date
<input type="checkbox"/>	Staff Code of Conduct breach warning issued	Date
<input type="checkbox"/>	Staff disciplinary action taken (please specify)	Details
<input type="checkbox"/>	School policies followed (including School Critical and Emergency Incidents Policy)	Details
<input type="checkbox"/>	Other	Details

Description of action taken to resolve the incident

Personal information is not required on this form. In the case of a mandatory report, the identity of those involved, including the mandatory reporter, **must not be** disclosed

How are any ongoing risks to students and/or staff being managed?

Personal information is not required on this form.

Who is responsible for the management of these risks?

Lodged by authorised critical incident reporter

Name	
Position	
Date	

As resolution of a critical and emergency incident may not be achieved until some time after the occurrence of the incident, and schools are required to report the incident within 48 hours to the Director General, further information may be requested about the resolution of the incident. When critical and emergency incidents occur, a key focus of the Director General will be to assess whether the school and governing body continue to meet the registration standards and other requirements for registration.

Notification of the Director General on this form must be sufficiently detailed to enable the Director General to scrutinise the school's responses in line with the Critical and Emergency Incidents Standard and the other standards and requirements. It will generally be insufficient notification to advise the Director General that the incident was 'resolved in line with school policy' or similar. The actual outcome in practice must be outlined, making reference to relevant school policies, and how the incident was managed in the best interests of the student or student(s) affected.

Thank you for completing the Critical and Emergency Incident Report.

Enquiries

T: (08) 9441 1904

E: NGSRegulation.Criticalincidents@education.wa.edu.au