

Standard 7 Critical and emergency incidents

Details of changes to definition of 'reportable incident' approved from 1 July 2022 (provided in red)

	Current category	Amended category	Description of change
1)	The death of a student or staff member at school or during a school-related activity or following an incident at school or during school-related activity.	The death of a student, staff member or visitor who is at school or during a school-related activity or following an incident at school or during a school-related activity.	Now includes a requirement to report the death of a visitor.
2)	An incident involving injury, illness or trauma to a student or staff member at school or during a school-related activity requiring ambulance or hospital attendance.	An actual or potential injury, illness or trauma of a student, staff member or visitor who is at school or during a school-related activity or following an incident at school or a school-related activity and where the incident has resulted or may result in significant impact.	<p>Now includes a requirement to report 'potential' injury, illness or trauma. Consistent with Category 1, the requirement is also extended to a visitor. The requirement is also extended to include injury, illness or trauma which occurs following an incident at school or a school activity.</p> <p>The qualifier that incidents must be reported if they require ambulance or hospital attendance has been replaced by the notion of a 'significant impact'. Guidance on what constitutes a significant impact is provided on page 4 of this form and will also be included in the updated Guide to the Registration Standards and Other Requirements for Non-Government Schools.</p>

	Current category	Amended category	Description of change
3)	An incident requiring a police or other emergency services response when a student appears to have been taken or removed, or goes missing and cannot be accounted for, from the school or from a school-related activity without proper authority.	An incident requiring a police or other emergency services response when a student appears to have been taken or removed from the school or from a school-related activity without proper authority or goes missing and cannot be accounted for.	Minor re-ordering of wording to improve readability.
4)	An incident requiring the school to be locked down or to evacuate staff and students, or reduce the number of students or staff attending, or to close for any duration for health or safety reasons.		Unchanged
5)	The receipt of a complaint or allegation of child abuse, including but not limited to sexual abuse, committed against a student by: <ul style="list-style-type: none"> a) a staff member or another student; or b) another person on the school premises or during a school-related activity; whether the abuse is alleged to have occurred recently or in the past. 		Unchanged
6)	Issuing a formal warning to or ceasing the employment of a staff member for a breach of the Code of Conduct suspected to have involved grooming behaviour.	Issuing a formal warning, a suspension or ceasing the employment of a staff member for a breach of the school's Code of Conduct involving suspected grooming behaviour.	Now includes a requirement to a suspension in addition to a formal warning or dismissal. Minor rewording to improve readability.

Standard 7 Critical and emergency incidents

Extract from the Guide to the Registration Standards and Other Requirements for Non-Government Schools July 2022

Reportable incidents

Under Standard 7, it is recognised that governing bodies and school leadership have the responsibility for managing all critical and emergency incidents in the best interests of students. There is a subset of incidents that are required to be reported to the Director General of the Department of Education.

These Reportable Incidents typically have a significant impact on student and staff safety and wellbeing, and may attract a higher level of public interest for either the school and school community, a wider group of schools, or the schooling sector more broadly than other incidents.

The Department, on receipt of a reported incident, may request further information or clarification regarding the school's handling of the incident. Child safety and wellbeing information may also be shared with the Teacher Registration Directorate which in turn has an information sharing protocol with WA Police and the Department of Communities.

It should be noted that any further enquiries made by the Department are not intended to interfere with the school's own handling of an incident, but to provide assurance of the school's compliance with the registration standards and other requirements. Information may also be used to identify sector wide trends and issues and to facilitate improvement.

Further, it is also recognised that in some cases further information may come to light in relation to a reportable incident after the 48 hour window to report. In these cases it is open to a school to either update the original Reportable Incident notification, or to separately submit this information to the Department.

If unsure of whether or not an incident is reportable, schools are encouraged to contact the Department on 9441 1905 or NGSRegulation@education.wa.edu.au for advice as to whether an incident meets the threshold for reporting under the categories below.

Reportable incident categories:

1. The death of a student, staff member or visitor who is at school or during a school-related activity, or following an incident at school or during a school-related activity.
2. An actual or potential injury, illness or trauma of a student, staff member or visitor who is at school or during a school-related activity, or following an incident at school or during a school-related activity and where the incident has resulted or may result in significant impact.
3. An incident requiring a police or other emergency services response when a student appears to have been taken or removed from the school or from a school-related activity without proper authority, or goes missing and cannot be accounted for.
4. An incident requiring the school to be locked down or to evacuate staff and students, or reduce the number of students or staff attending, or to close for any duration for health or safety reasons.

5. The receipt of a complaint or allegation of child abuse, including but not limited to sexual abuse, committed against a student by:
 - a. a staff member or another student; or
 - b. another person on the school premises or during a school-related activity; whether the abuse is alleged to have occurred recently or in the past.
6. Issuing a formal warning, a suspension or ceasing the employment of a staff member for a breach of the school's Code of Conduct involving suspected grooming behaviour.

GUIDANCE FOR SCHOOLS - INCIDENT CATEGORY 2.

DEFINITIONS

Visitor: This term could include the following: parent/guardian; governing body member; professional coach; peripatetic teacher; tradesperson, contractor or other volunteer.

Significant Impact: In considering whether an incident under this category meets the definition of significant impact, schools should refer to the significant impact characteristics below as a guide.

Physical or Psychological Impairment: This means: any physiological disorder or condition; cosmetic disfigurement, or anatomical loss; and any mental or psychological disorder.

SIGNIFICANT IMPACT CHARACTERISTICS

This is not an exhaustive list of characteristics and is for guidance only – If in doubt schools are encouraged to either submit a report or contact the Department for further guidance on 9441 1905.

- Police, Ambulance, Fire and Emergency Services, Worksafe or Child Protection and Family Support notified or involved.
- In respect of an actual injury, illness or trauma the apparent medical prognosis at the time is that the incident is likely to result in longer term **physical or psychological impairment**.
- Normal school operations or activities are significantly disrupted or cease.
- School has commenced a review to mitigate future risk and/or action has been taken against students or staff to prevent imminent harm.

EXAMPLES (NOT REAL EXAMPLES – PROVIDED FOR GUIDANCE ONLY)

- Student severs hand in a woodwork class and ambulance is called.
- Student suffers serious spinal injury playing sport, ambulance attends and student is stretchered off campus.
- The roof of a brand new classroom collapses and staff and students are injured. Emergency Services respond and Worksafe is involved.
- Student brings an object to school and threatens other students and staff. Staff de-escalate the situation and Police called.
- A staff member, student, parent, volunteer or visitor contravenes the school code of conduct and their actions present an imminent risk of harm to others. WA Police involved.
- Cyber-attack on the school involving inappropriate images is averted. Police are notified.
- Student with a known serious allergy to nuts inadvertently ingests a cake containing nuts. A teacher applies first aid before the allergic reaction harms the student. Ambulance called.
- Threat to school community, police intervene and school remains open but is on heightened alert while threat is being assessed.
- Fight breaks out at an inter-school carnival between competing students. Non-life-threatening injuries are sustained by students and staff. WA Police are called and carnival cancelled.
- A school bus filled with students, rolls on a country road on the way to a camp. No life threatening injuries sustained but Police and Ambulance attend. Camp cancelled.