

INTERNATIONAL TOUR CRITICAL INCIDENT COMMUNICATION POLICY

Policy number	IPC - 003	Version	1.0
Policy Group	International Tours	Recommended by the International Programs Committee	2 August 2018
Drafted by	Michael Grant	Approved by the Board	20 November 2018
Responsible person	Executive Officer	Scheduled review date	November 2019

INTRODUCTION

School Sport Australia endorses the participation of students and teachers in its international tour program. In light of this, School Sport Australia is responsible for the following items during an entire international tour program:

- planning for and managing critical incidents;
- responding swiftly to critical incidents including medical emergencies;
- reporting critical incidents;
- liaising with a range of support agencies; and
- testing critical incident procedures.

PURPOSE

To ensure a clear process is defined and followed should a critical incident occur during a School Sport Australia International Tour.

POLICY

The School Sport Australia (SSA) Executive Officer, or in their absence, the SSA President, must be immediately informed by the Tour Leader or in their absence a Tour Official of any critical incident involving students or team officials during an international tour. The Executive Officer (or President) must then communicate with the family and School Principal informing them of the incident and actions being taken; plus liaise with appropriate support agencies.

A critical incident is defined as:

“Any significant or threatening event, which could be contentious or dangerous and may include:

- a major disruption to the tour’s routine
- intervention or action by police or other agencies
- violence
- intruders
- weapons
- disaster e.g. fire or flood

- drug incidents
- assaults death or serious injury to a student or tour official”

AUTHORISATION



Signature of Chairman of International Programs Committee

INTERNATIONAL TOUR CRITICAL INCIDENT COMMUNICATION PROCEDURES

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RESPONSIBILITIES

It shall be the responsibility of the Executive Officer to implement this policy and monitor its effects.

IMPACTS

This affects international tour members, their families and schools; President and Vice President of SSA; Operations Manager; and potentially the public in general.

PROCESSES

Upon receiving advice of a critical incident, the SSA Executive Officer will:

- organise an urgent meeting of the SSA Emergency Management Response Group (SSA President, SSA Vice President, Executive Officer, Operations Manager)
- contact the appropriate support agency (e.g. Department of Foreign Affairs and Trade) to obtain further information on the incident
- consult with the SSA Emergency Management Response Group to prepare a statement if required
- contact the family (families) of any students or team officials affected by the incident
- contact the School Principal of any students or team officials affected by the incident

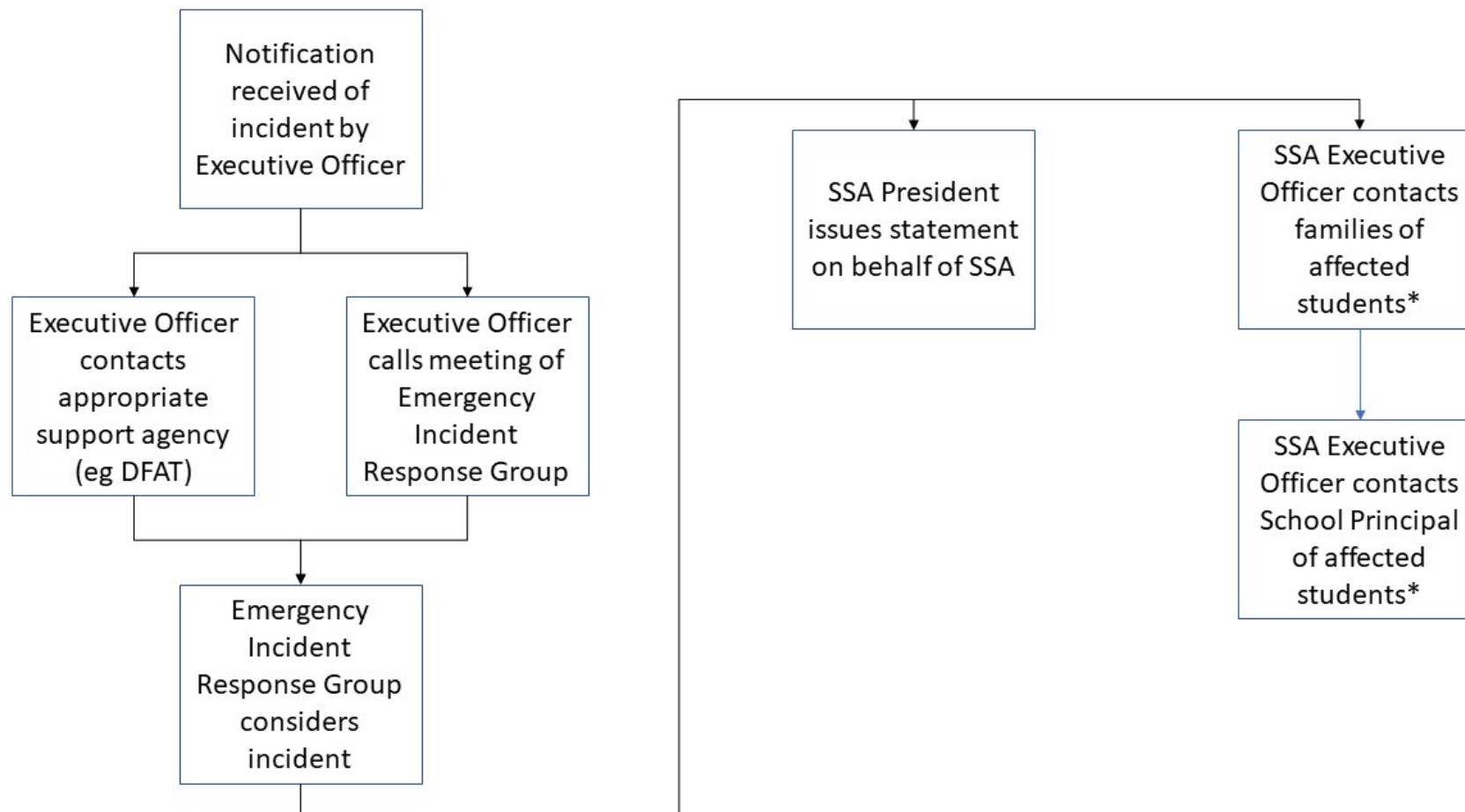
RELATED DOCUMENTS

- Issues and Crisis Communications Plan

AUTHORISATION



Signature of Executive Officer



* With assistance of State / Territory School Sport Unit

Figure 1 - International Tour Critical Incident Response