

## NATIONAL PROGRAMS CRITICAL INCIDENT MANAGEMENT POLICY

Policy number	NPC - 012	Version	1.0
Policy Group	National Programs	Recommended by the National Programs Committee	22 January 2020
Drafted by	Michael Grant	Approved by the Board	18 February 2020
Responsible person	Executive Officer	Scheduled review date	December 2021

### INTRODUCTION

School Sport Australia Championships are to be conducted in a safe environment and manner hence School Sport Australia is responsible for the following processes during a Championship:

- 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 Championship.

### POLICY

The School Sport Australia (SSA) Executive Officer, or in their absence, the SSA President, must be immediately informed by the Championship Convener or in their absence their delegated representative of any critical incident involving students, team officials or people involved in or attending a School Sport Australia Championship.

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 Championship’s program
- 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, team official, Championship officials or members of the public attending a Championship”

The Executive Officer (or President) is to coordinate the response to the critical incident as per the Issues and Crisis Communications Plan.

Incidents that are not deemed to be critical are to be managed in accordance with School Sport Australia Codes of Behaviour, State / Territory Education Department policies / procedures and the Championship Risk Management Plan.

## **RELATED DOCUMENTS**

Issues and Crisis Communications Plan

## **AUTHORISATION**



Signature of Chairperson of National Programs Committee

# NATIONAL PROGRAMS CRITICAL INCIDENT MANAGEMENT PROCEDURES

Policy number	NPC - 012	Version	1.0
Drafted by	Michael Grant	Approved by the Executive Officer	24 February 2020
Responsible person	Executive Officer	Scheduled review date	December 2021

## RESPONSIBILITIES

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

## PROCESSES

- The Championship Convener or their delegated representative is to initially respond as per the Risk Management Plan for the Championship.
- As soon as possible, the Championship Convener or their delegated representative is to notify the Executive Officer of School Sport Australia or in their absence the President of School Sport Australia.
- Upon receiving advice of a critical incident at a School Sport Australia Championship, the SSA Executive Officer or in their absence the President of School Sport Australia will:
  - organise an urgent meeting of the SSA Emergency Management Response Group (SSA President, SSA Vice President, Executive Officer, Operations Manager) plus the relevant Championship Convener and Executive Officer / Unit Manager / Team Leader of the host body organising the Championship.
  - The SSA Emergency Management Response Group is to follow the processes defined in SSA's Issues and Crisis Communications Plan.
    - ensure the appropriate consultation is in place with the relevant emergency services and Education Department representatives.
    - consult with the SSA Emergency Management Response Group to prepare and issue a statement if required.
    - in consultation with the relevant member body, ensure contact is made with the family (families) of any students or team officials affected by the incident.
    - in consultation with the relevant member body, ensure contact is made with the School Principal of any students or team officials affected by the incident.
    - Organise a press conference if required.

## ATTACHMENTS

- Nil

## RELATED DOCUMENTS

- Championship Category Policy

## AUTHORISATION

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Signature of Executive Officer