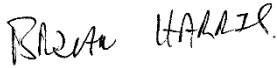
 The logo for Vose Seminary features a stylized orange and white fan-like shape above the text "VOSE" in blue and "seminary" in orange.	Title:	
	<h1>Critical Incident Policy</h1>	
	Version: 2.00	Date: 1 July 2014
	Policy Area: WHS	Next Review: 1 July 2016
Approval: Management Team	Signature: 	

Responsibility and Authority

The Principal of Vose Seminary shall have responsibility for developing a Critical Incident Policy, which will be approved by the Vose Seminary Board. The Principal shall ensure the policy is developed, distributed, reviewed, maintained, understood, and implemented in Vose Seminary.

Definitions

ACT: Australian College of Theology

DIBP: Department of Immigration and Border Protection

SES: State Emergency Service

Critical Incident: A critical incident refers to a traumatic event, or the threat of such, which causes extreme stress, fear or injury. It can include:

- Natural disasters.
- Death
- Serious injury or robbery
- Missing students or staff
- Severe verbal, physical or psychological aggression

Purpose and Scope

Vose Seminary has obligations under the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007) and the ESOS Act 2000 to ensure that an effective Critical Incident Policy provides detailed procedures to be used in the management of critical incidents. Moreover, as an affiliated college with the Australian College of Theology, Vose Seminary will follow the ACT [Critical Incident Policy](#) where appropriate. Where it varies is included below.

This document provides guidance on procedures to adopt in handling critical incidents but does not restrict the scope or power of Vose Seminary executives to adapt or modify policies as seems

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appropriate. Advice related to critical incidents, emergency procedures and risk management will be taken from specialist organisations from time to time as this policy is improved and updated.

Policy Content

Specific role and responsibility of Vose Seminary

1. The Seminary shall incorporate the critical incident policy within its Risk Management framework.
2. The Seminary shall bring the Critical Incident policy and procedures to the attention of staff and students at the time of their orientation or induction to the Seminary.
3. With regard to the Seminary's Critical Incident Policy, the Principal shall
 - a. be the person with responsibility for oversight and authority of a critical incident. In the event that the Principal is not available, or the incident is large requiring multiple persons, the Principal may appoint another senior staff person to exercise oversight of this policy and ensure that the procedures of this policy are implemented.
 - b. establish roles for particular staff, form teams that seem appropriate and delegate responsibilities to personnel with appropriate expertise.
 - c. ensure that all persons present at Vose Seminary are informed about the identity of other persons having delegated responsibility under this policy.
4. To facilitate the implementation of the Seminary's Critical Incident Policy, the Principal (or a Responsible Person nominated above), shall:
 - a. ensure that adequate reporting and communication systems provide information flow up and down the line of command, and that assembly points are made known to all on-campus personnel. It is important to avoid confusion and ensure the coordination of decisions and actions in the event of an incident;
 - b. ensure personnel who first identify an incident know who to report to and are aware that they should avoid actions that compound risk. This may include training programs;
 - c. appoint those personnel with competencies likely to assist with incident response – eg, those with first aid qualifications and other technical skills;
 - d. contact the relevant authorities for expert advice – eg, medical, fire, SES, police, counselling;
 - e. appoint support staff to record responses and check established procedures. The Registrar should normally be responsible for ensuring a report is compiled and records maintained;
 - f. develop and implement strategies to identify follow up-procedures for affected parties to an incident in a way that brings finality;
 - g. schedule debriefing sessions for all persons involved in the incident;
 - h. facilitate a review of the incident at a later date and make recommendations to the relevant authorities, including the Principal and Board of Vose Seminary.
5. General responsibilities of Vose Seminary staff and students under the Critical Incident policy include:
 - a. following the critical incident procedures published by their Seminary;
 - b. knowing to whom they report an incident or the potential for an incident;
 - c. not placing themselves or others at risk of injury or other trauma ;
 - d. supporting those with overall responsibility for oversight of the process;
 - e. availing themselves of the support mechanisms in the event of exposure to a critical incident.

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Specific procedures for Vose Seminary in the event of a Critical Incident

1. Action by witness or directly affected party - a person who witnesses an incident or is the first contacted shall:
 - a. contact the Principal or Responsible Person;
 - b. act in accord with the directions of the Principal or Responsible Person;
 - c. if directed or in the absence of obtaining immediate access to the Responsible Person, contact emergency services as soon as it is safe to do so;
 - d. take immediate action to minimise the risk of further injury or damage;
 - e. act to protect the safety and welfare of witnesses;
 - f. assess the situation carefully and gather information.
2. Action by Responsible Person (ie, Principal or delegated person). The Responsible Person shall:
 - a. maintain oversight of the incident;
 - b. arrange for expert help as required;
 - c. establish communication systems to keep affected parties informed, including family and friends during the incident and throughout the follow-up period;
 - d. direct others to assist in the management of the incident;
 - e. ensure appropriate effective support is provided to affected parties;
 - f. protect the site or anything associated with the incident in case the matter is investigated by the Police or other government agency;
 - g. set up a recovery room with appropriate furniture and resources if appropriate;
 - h. gather relevant information about the incident and interview affected parties;
 - i. assist staff/students to contact their family/close friend(s) to advise them of the situation and provide other assistance as necessary and appropriate;
 - j. assist members of the public to contact their family/close friend(s), and assist them as appropriate, perhaps by arranging transport for them;
 - k. inform the Principal and the Registrar and Dean of Students of the situation;
 - l. if the incident has impacted an international student, inform the International Student Contact Officer for the campus and make those arrangements which are necessary to ensure the well-being of the affected student(s);
 - m. provide opportunity for debriefing sessions those who worked on the incident;
 - n. prepare or arrange for the preparation of a Critical Incident Report . The Registrar would normally be responsible for seeing that this was completed satisfactorily and kept on file;
 - o. make recommendations to the relevant authorities – including the Principal and Vose Seminary Board – about ways in which future incidents may be managed;
 - p. assess implications arising for risk mitigation and arrange for their implementation.
3. Action by the Registrar or person designated by Registrar after the incident – this person shall:
 - a. assist in the documenting of the incident and preparing the incident report;
 - b. assess the implications for an affected student’s study and assessment program;
 - c. under the direction of the Principal, or Principal’s delegated person, manage follow-up procedures including:
 - i. contact the ACT Dean or his delegate, advising of matters relevant to ACT responsibilities and submitting the Incident Report when completed as appropriate;
 - ii. arrange for any necessary notification to relevant educational and government bodies, e.g. DIBP, Consulate/Embassy, etc;
 - iii. monitor or assist the Principal in monitoring investigations by any external agencies;
 - iv. maintain a complete record of critical incidents.
4. Action by the Principal, or the Responsible Person, after the incident – the person shall:

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- a. contact the Dean of the Australian College of Theology, as appropriate, for the purpose of conveying knowledge of the incident and action being taken or completed;
- b. receive the Critical Incident Report;
- c. consider any recommendations arising from the Critical Incident Report;
- d. make a report to the Vose Seminary Board;
- e. manage relations, together with the Vose Seminary Board if necessary, with those persons involved in the Critical Incident.

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Appendix: Document History and Version Control Record

Document Title: Critical Incident Policy

Source Documents: ACT Critical Incident Policy

Associated Internal Documents:

Associated External Documents:

Authorised Officer: Compliance Officer

Approved by: Management Team

Date of Approval: 1/7/2014

Assigned Review Period: 2 years

Date of Next Review: 1/7/2016

Version Number	Version Date	Authorised Officer	Amendment Details
1.00	19/9/11	Mick Stringer	Document Approved
1.01	2012	Admin Staff	Policy Included in General Policy Handbook
D2.00	1/7/2013	JV	Policy separated from the General Policy Handbook Policy draft adjusted to merge duplicated policy Document modified to include current history and version controls
2.00	1/7/2014	B Smith	Further definitions added. General review.

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