

TRAUMATIC INCIDENT RESPONSE (TIR)

5.6

Rationale

1. This policy is intended to deal with a death, disaster or the like which directly affects this school and its' extended community.
2. Having a plan in place that follows best practice guide lines and having relevant information and resources readily available, will allow the school to deal with incidents and support its' community more effectively.

Requirements

1. Traumatic incident response (TIR) procedures are in place and are used in conjunction with best practice Ministry of Education guidelines and check lists.
2. The overriding need throughout is to create safety for students and staff of the school.
3. The grieving of all students and staff must be accepted as genuine. The significance of relationship to the person(s) affected is irrelevant. Students and staff must be given the opportunity to express their grief. A comforting and reassuring environment, offering counselling and support is necessary for this to happen. (Members of the TIR team must also have available to them opportunities for their own counselling and support.)
4. The normal school programme must be maintained throughout as far as possible, allowing for individual needs.
5. TIR procedures should be available to staff. Copies of these procedures will be kept on the school network, and in PDF form by the Senior Leadership on their mobile devices.
Hard copies will be kept by:
 - Principal
 - Deputy Principals
 - Guidance Counsellor
 - Deans
 - Office
 - Staffroom
6. The TIR team will meet as soon as possible after the crisis occurs with Principal (or designate) as leader. The team will meet as often as necessary to reassess.
7. The team will meet with staff at a later date after the crisis to debrief.
8. A Guidance staff member will be contacted at the earliest stage and will be present at all meetings that follow.
9. In the event of any outside agencies being called in, it is understood that our school's policy is adhered to.
10. If there is to be a funeral, the team should ascertain requests of family in this regard. Students who go as part of a school group should be in school uniform and transport arrangements made if necessary, by the Senior Leadership Team. Supervision of the school group is essential.
11. Media contact or social media postings require approval of the Principal or Board Chairperson.

TRAUMATIC INCIDENT RESPONSE PROCEDURES

1. This is intended to deal with a death, disaster or the like which directly affects this school.
NB. This provides a framework for crisis situations, but every crisis is likely to be different.
2. Verification: Whoever is first alerted to the situation must make contact quickly with the Principal/Deputy Principal who will then endeavour to verify that the information is correct; - through the family, police, or through a TIR Team Member.
3. The Principal or DP should contact the MoE Traumatic Incidents team for advice and support [0800 71 TEAM / 0800 84 8326]
4. Hold a TIR Team meeting as soon as possible. The Principal (or DP if the Principal is unavailable) acts as the Team Leader until the crisis is assessed and one of the team is identified as team leader. *(A TIR team is not hierarchical as experience, skills and relationships to those involved are the most important factors.)*
 - The TIR Team could include:
 - The Principal
 - The Principal's PA
 - DPs
 - Deans and / or Directors / Counsellor
 - Class teacher of the victim(s)
 - Business Manager
 - Maori Liaison
 - Board of Trustees Chairperson
 - Depending upon the nature of the crisis, other people may be called later into the TIR Team:
 - RTLB
 - Youth Aid Officer
 - BOT member
 - Local counselling agencies
 - Senior member of staff responsible for Relievers
 - Kaumatua
 - Student Leaders, Peer Support Leaders
 - KEY STAFF WILL NEED TO BE RELEASED FROM SCHEDULED CLASSES
5. TIR Team Members are assigned areas of responsibility:
 - consultation and communication with family(ies)
 - communication with the media / use of social media
 - staff phone tree
 - information for parents/caregivers
 - action plan for teachers
 - counselling for students in the school and in the community
 - school routines

 - Secure\Policies

6. Staff Phone Tree:

TIR Team member responsible rings every 5th person on the staff list; they, in turn, ring the 4 names after their name.

7. Staff/Student/Community Information:

At the first staff briefing, teachers will be provided written information giving an update of the situation, accurate information to pass on to students; signs to watch out for among students; what to do with a distressed student.

Depending on the nature of the crisis a whole school assembly \ directly to Form rooms.
Written statement to be read ONLY.

A standard letter to parents should be provided if deemed necessary.

8. Support Spaces:

Designated spaces should be made available throughout the day for students, staff and parents to go to whenever they are distressed or needing counselling. Designated school staff and support agencies will be rostered there to provide counselling, crisis resolution, understanding grief, stress management and suicide prevention.

9. Funeral / Tangihanga Arrangements:

Depending upon the wishes of the family, many students, parents and staff may wish to attend. A meeting will need to be called to ascertain numbers and transport arrangements. Students will be encouraged to wear school uniform as representatives of the school. A memorial service may be held at school for the school, at a later day – but not for suicide.

10. Counselling:

On-going counselling will be available for those who require it.

11. Procedures and Support Documentation:

- MoE Traumatic Incident Response Checklist booklet (June 2009).
- Staff Contact list
- Emergency Contact list
- Organisation Reference list
- MoE Managing Emergencies & Traumatic Incidents – The Resources (2010)
- MoE Managing Emergencies and Traumatic Incidents – The Guide (Feb 2010)

RESPONSE PLAN - Step 1

1. The person who receives the initial information must involve the Principal who will:
 - (a) Verify that the information is correct
 - (b) Contact parents/emergency services/the Board Chair as necessary
 - (c) Implement CP (TIR Plan)

 2. At the first opportunity a meeting to be held in the Principal's office involving the TIR Team (minutes taken by the Principal's PA,)
 - (a) The Principal
 - (b) The Principal's PA
 - (c) Deputy Principal
 - (d) Business Manager
 - (e) Deans
 - (f) House Group Teacher/s of the victim/s
 - (g) Public Health Nurse (if available)
 - (h) Inform all present to keep ongoing written record of events and actions
 - (i) The Principal to establish most appropriate means of informing staff and students.
 - Students of victim's class to be informed first
 - Students in whole school to be informed by Principal (via Assembly/Social Media)
 - Students to be informed of crisis and of counselling facilities in class groups
 - Collect information – what school population is involved in crisis?5
 - Identify groups requiring attention
 - staff, student year levels and peer groups
 - ascertain names of other family members or close friends enrolled at school
 - siblings in nearby schools?
 - Ensure key persons can readily be contacted – phone/addresses/etc needed
 - Ascertain which staff are unable to take their classes? How long will they be out of action? (Plan for more than minimum time here – avoid placing teachers who are distressed in front of classes)
 - Events for the day or nearby days to be rescheduled as necessary – possible timetable changes?
 - Arrange for briefing of the following people as appropriate
 - school nurse
 - staff with counselling skills
 - culturally appropriate resource people as required (eg Maori Kaumatua)
 - specialist consultants as required
 - Allocate responsibilities as outlined in Step 2
- Secure\Policies

RESPONSE PLAN - Step 2

Principal	<ul style="list-style-type: none"> • Further liaison with family(s) involved (eg of deceased) and Police if necessary • Inform staff <ul style="list-style-type: none"> - all grieving to be accepted as genuine - no assemblies? - gauged by TIR team - media contact only through Principal (Media Liaison person) • Inform teachers (in writing) of what to say in class <ul style="list-style-type: none"> - referring to policy guiding principles - discussing when to inform students <li style="padding-left: 20px;">Include: <ul style="list-style-type: none"> - description of event - availability of counselling – teachers to watch for response/needs - description of event - if students leave school or need to contact parents, what official processes must be followed • Inform neighbouring school principals • If out of school time, contact staff as necessary (phone tree can be used) • Organise daily 8.30am full staff meetings as required
Senior Deputy Principal	<ul style="list-style-type: none"> • Details of daily arrangements displayed on whiteboard in Staffroom (bell times, extra staff meetings, etc) • At the end of the day, the TIR team to meet to review events <ul style="list-style-type: none"> - Check all allocated tasks have been performed - Establish procedures and requirements for Day Two eg. Confirm need for 8.00am meetings of TIR team to check procedures in place each day and confirm need for TIR team review meetings at end of each day to check allocated tasks performed - Update bulletin in Staffroom (whiteboard) • Reallocation of staff responsibilities and duties as appropriate for as long as necessary (eg teaching, grounds, etc) – ongoing <ul style="list-style-type: none"> - May need more staff on duty (senior staff on road patrol as parents want to talk to them) - Day relief needed to cover teachers/staff, etc as necessary <li style="padding-left: 20px;">NB: relievers need to know what they are coming into - Inform staff already absent
Deputy Principals	<ul style="list-style-type: none"> • To inform deans of students closely involved/affected by trauma – deans to disseminate information to appropriate teachers/staff urgently • To inform students closely associated (and their parents). A team of extra staff or outside agencies may be required to assist. Students may leave with parents if greatly distressed. (Ensure that parents have names and phone number of professional agencies)

	<ul style="list-style-type: none"> Set up and coordinate comforting and reassuring environments where counselling and support are offered (Sick Bay)
Deans	<ul style="list-style-type: none"> Deans to compile a further list of close friends, etc not yet identified – distribute lists to Principal
Teachers	<ul style="list-style-type: none"> Teaches inform students only after written instructions are received from Principal
All	Please note: If students need to be sent home, this should be authorized by the DP
Office staff to organise catering for needs of TIR team when busy (eg provide food/drinks)	

RESPONSE PLAN - Step 3

Deans	<ul style="list-style-type: none"> To see students that are 'at risk' (eg friendship groups) but not necessarily closely associated to the crisis, as soon as possible. Ongoing contact with parents of students who are deemed to be in danger If appropriate request Deputy Principal to contact professional person to speak to/support parents/students/staff
Principal	<ul style="list-style-type: none"> Updating daily statements to staff and students as required to avoid rumours etc) Liaise with family re funeral participation (eg student attendance) and possibility of memorial service
Deputy Principals	<ul style="list-style-type: none"> Support offered to/available to members of the TIR team (usually outside specialists) Organise leave arrangements for students wanting to attend funeral as per family wishes (eg consent forms, uniform, transport, costs etc)
All	Please note: Ongoing vigilance to identify grieving students in school/ grounds

RESPONSE PLAN – Step 4

<ul style="list-style-type: none"> A debrief of all crisis team
<ul style="list-style-type: none"> Evaluation process actions of team reviewed
<ul style="list-style-type: none"> Adjust policy and procedures if necessary.