BEELIAR PRIMARY SCHOOL

INCIDENT MANAGEMENT POLICY AND PROCEDURES

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1. Purpose of the policy

This policy outlines Beeliar Primary School's approach to managing and communicating critical incidents. Our goal is to ensure a timely, coordinated, and confidential response that prioritises the safety and wellbeing of all students, staff, and the wider school community, and return to normal school operations as quickly and safely as possible.

Communication and actions during any critical incident will be professional, accurate, respectful, and compliant with Department of Education policy, Department of Education Critical Incident Response and Recovery Procedures and the School Education Act 1999.

2. Background and Definition

A critical incident is any sudden or unexpected situation that threatens the safety, wellbeing, or operation of the school community. This may include medical emergencies, natural disasters, extreme behaviour incidents, or any event that attracts significant community or media interest.

In accordance with Department of Education policy and guidelines, incidents are managed at the school level where possible, with support from the Education Regional Office and external agencies such as WA Police or DFES when required.

Site managers are responsible for the management of site-related incidents. In managing incidents, the intention is to:

- minimise trauma and distress to students and staff
- minimise damage to property
- return to normal school operations as quickly and safely as possible
- resume teaching and learning programs as quickly as possible.

3 Profile of school

Beeliar Primary School is a Level 5 Independent Public School located on Whadjuk boodja in the suburb of Beeliar, within the City of Cockburn, Western Australia. "Beeliar" is a Noongar word meaning "river" or "water running through," reflecting the suburb's geography of lakes and wetlands.

The school serves over 500 students, from Kindergarten through Year 6. Additionally, around 40 students from the Fremantle Language Development Centre share the site, collaborating closely with Beeliar PS.
The school's ICSEA score is 1024, placing it in decile 4. Approximately 9% of the student body identify as Aboriginal.

The school motto, *'Stand Tall*,' underpins its philosophy, promoting values and behaviour expectations. Its moral purpose is *'Nurturing Students who Belong, Persevere and Succeed*,' guiding the updated 2025 Business Plan.

4. Policy Objectives

- Ensure immediate safety and wellbeing of students, staff, and visitors.
- Support recovery and return to normal school operations as quickly and safely as possible.
- Record, report, and review all incidents in line with Department of Education policy and procedures.
- Maintain confidentiality and uphold privacy obligations in line with the Australian Education Act 2013.
- Communicate clearly and compassionately with affected families and the broader community.
- Protect and promote community trust in Beeliar Primary School's management and communication practices.

5. Roles and Responsibilities

Principal and Executive Team:

- Lead and coordinate the school's response.
- Prioritise safety and enact the school's Critical Incident Management Plan.
- Follow Department of Education reporting protocols
- Ensure communication to relevant stakeholders is in line with Department policy and advice, is appropriate and sensitive, whilst maintaining confidentiality, and provided in a reasonable timeframe.
- Ensure ongoing wellbeing support for those affected.

Staff:

- Follow directions from leadership during an incident.
- Report all concerns or observed incidents immediately.
- Maintain confidentiality and uphold student privacy in accordance with the Department of Education's Code of Conduct Policy

Community and Families:

- Follow school instructions during incident response and recovery.
- Respect privacy of students, staff, and families involved.
- Communicate with the school respectfully according to the Department's Connect and Respect documents.
- Contact the school if they have concerns relating to their child's wellbeing.
- Raise questions and concerns directly with the school.
- Maintain confidentiality and student privacy by not using social media and external communication platforms to raise comments or concerns regarding school incidents.
- Notify the school of inappropriate communication within social media and the community.

6. Communication and Confidentiality

All communication regarding critical incidents will:

- Be addressed to the students and parents who are directly affected by the incident.
- Protect student and staff confidentiality at all times.
- Avoid identifying individuals without consent or necessity.
- Follow guidance from the Department of Education's Communication Protocols and advice.
- Be factual and culturally respectful.
- Be provided to stakeholders within a reasonable time frame.
- Use the school's official communication channel Compass or written communication (letters/emails) where appropriate.

7. Recovery and Support

Following a critical incident, Beeliar PS will:

- Provide access to wellbeing and counselling services where required and appropriate.
- Follow Department process in regard to incident review and reporting.

8. Review

This policy will be reviewed biannually or if required to ensure alignment of the Department of Education Policy and Procedures.

Approved by: Principal – Beeliar Primary School
Endorsed by the BPS School Board March 2026
Next Review: 2028

Beeliar
PRIMARY SCHOOL

Beeliar Primary School

Nurturing students who Belong, Persevere and Succeed.