



NEW PLYMOUTH BOYS' HIGH SCHOOL
TE KURA TAMATĀNE O NGĀMOTU

Title	TRAUMA INCIDENT
Reference Number	A109
Section	Administration
Written By	BOT Policy Committee
Checked By	BOT Policy Committee
Approved By	NPBHS Board of Trustees
Issue Date	April, 2001
Review Date	April, 2016
Associated Policies	
Associated Procedures	

RATIONALE :

The death or long term disability of a school member will have a significant impact on the school. The way the school responds to a death will affect the way people deal with their individual and collective grief and shock. Consequently, the response needs to be early, considered and appropriate.

PURPOSE :

1. To outline the process which deals with grieving the loss or long-term disability of a school member.
2. To provide an educational and support process to help students understand death and dying, and long term disability.
3. Encourage the development of sensitivity to different cultural and religious perspectives in respect of death and dying, and long-term disability.
4. To recognise the different approaches needed to cope with different causes of death and long-term disability of a school member.
5. To facilitate the return to normality within the school.

GUIDELINES :

1. The Guidance Counsellor be appointed *Team Leader* and be responsible for identifying the circumstances under which the policy becomes operational.
2. *A Trauma Incident Team* be nominated from :
Headmaster, Deputy Principal, Assistant Principals, Dean of Appropriate Year Level, Group Teacher, Public Health Nurse and other appropriate people.
3. Once the policy has been invoked the TI Team will :



- verify the information received.
 - identify what information should be shared with school members.
 - remind staff that only the Principal or those s/he delegates should respond to the media.
 - ensure that outside helping agencies come in at the team's request rather than on their mandate.
 - ensure accurate communication of information to staff and students.
4. The Team will set up a liaison with the bereaved family to ensure that their wishes are paramount.
 5. The Team will develop a *Response Plan* which will include preparing staff for appropriate responses to students' and their own grief.
 6. The *Response Plan* will provide for "safe" environments for students to explore their feelings and permit grieving students to leave classes for "time out" or to spend time with internal and external counsellors organised by the team.
 7. The *Response Plan* will provide for students and staff to attend a funeral/tangi.
 8. A register of key support people in the community and their contacts be developed and maintained - eg - Maori and/or Pacific Island elders, church leaders, psychologists, etc.
 9. Aspects of this policy may be invoked in situations of accident or illness causing long term injury and/or disability.
 10. The Board of Trustees may make available funds to contribute to a memorial or tribute in appropriate circumstances.
 11. Extensive guidelines are appended to this policy.



			CRISIS TEAM	CONTACT ☎ NO's		
				School No: (06)758 5399 Ext (X)	Home No.	Mobile No.
Checklist of Tasks			Paul Verić	759 8810 or x 810	7521300	027 524 3494
			Bruce Bayly	811	753 9912	021 747 750
			Darryl Leath	812	753 3711	021 276 2732
			Andrew Hope	836	2150102	021 326 106
To be allocated when a critical or traumatic incident has been determined						
TASKS			TEAM MEMBER			
1	Contact parents / caregivers / siblings		Paul Verić	759 8810 or x 810		027 524 3494
2	Contact school community (parents/caregivers) email		Paul Verić	759 8810 or x 810		027 524 3494
3	Establish contact numbers with family(ies)		Paul Verić	759 8810 or x 810		027 524 3494
4	Telephone BOT Chair		Paul Verić	759 8810 or x 810		027 524 3494
5	Contact BOT		Leigh Sampson			027 705 1462
6	Telephone other secondary / local schools		Bruce Bayly	811	753 9912	021 747 750
7	Media:	Daily News	759 0800 x 8856 #	Paul Verić or Board Chair	DD 759 8810 or X 810	751 5543
		Radio Network	759 2460			
		Radio Works	757 9932			
8	Staff meeting / HOF		Paul Verić / Bill Geange	810 / 856		
9	Assemblies		Paul Verić	810		
10	Message on phone answering machine and written message for Office		Office	0 or 834		
11	Venue for upset student (A1)		Bill Geange	856	758 1833	
12	Offices freed / organisation Guidance Centre (A1)		Bill Geange	856	758 1833	
13	Relief cover		Darryl Leath	812	7520071	
14	Staff walking the School		Darryl Leath	812	7520071	
15	Allocation of duties of staff		Darryl Leath	812	7520071	
16	Liaise with:	Police	759 5500	Bill Geange	858	758 1833
		GSE	06 349 6306	Bill Geange	856	758 1833
		Victim Support	7595519	Bill Geange	856	758 1833
17	Contact students		Andrew Hope	836	2150102	
18	Contact close friends		Paul Verić	810	7521300	
19	Identify students at risk		Bill Geange	856	758 1833	
20	Counselling		Bill Geange	856	758 1833	
21	Look after needs of Critical Incident Team		Coryn Stone	834	751 3959	
22	Administrative Secretary		Dawn Eaton	816	753 2895	
23	Contact Truancy / Buses		Heather Knight	866	758 9827	
			Anna Broughton	870	021 077 7293	

