

CRITICAL INCIDENT MANAGEMENT POLICY

INTRODUCTION

Ballarat Associated Schools Inc. (hereinafter referred to as 'BAS') is committed to organising and strengthening inter- school activities to provide opportunities for Member Schools. During the course of these activities a critical incident may occur which directly or indirectly affects BAS, the Member Schools, participants and/or supporters.

Although all Member Schools are required to have their own critical incident plan, the purpose of this policy is to provide a structure to ensure any critical incident is managed carefully and consistently with clear communication and a focus on safety.

The Committee understands the importance of any critical incident being responded to and managed with the highest level of care and diligence to ensure the safety and wellbeing of all individuals involved. This policy has been established to ensure they are fulfilling their obligations and duty of care requirements to the participants, staff, supporters and the broader community.

SCOPE

This policy applies to all activities and events organised or scheduled by BAS.

DEFINITIONS

<i>Critical Incident</i>	means an event outside the normal experience that poses actual or perceived threats of injury or exposure to death that can overwhelm the coping resources of both individual and an organisation.
<i>Activity</i>	means a recreational pursuit or pastime and for the purpose of this policy may include events.
Host School	means <ul style="list-style-type: none"> - For internal venues, the Member School who is under control of the venue. - For external venues, the Member School who is the first named team in the fixture.
<i>The Committee</i>	means the Board of Ballarat Associated Schools Inc. Committee which has appointed in accordance with the Rules.
<i>Sports Co-ordinator</i>	means the employee of the Member School who oversees and/or manages sport for the Member School.
<i>Internal Venue</i>	means a venue under the control of a host school.
<i>External Venue</i>	means a venue which may be managed or controlled by a third party such as council, community group or independent organisation.

DETAIL

Part 1- Responsibilities

1. It is the responsibility of the Committee to ensure this policy is enacted and implemented for all activities organised or scheduled by BAS.
2. It is the responsibility of the Head of each Member School to ensure their Sports Co-ordinator is able to implement this policy and participates in the policy review.

3. It is the responsibility of the Head of the Member School to ensure each member school has their own Critical Incident Plan in place which can be implemented by staff members in attendance at the BAS activity.
4. It is the responsibility of the host school to facilitate all necessary communication required to enact this policy, as required.

Part 2- Procedure

1. Member School Critical Incident Plan

- 1.1 It is a requirement of BAS that each Member School has their own Critical Incident Management Plan which directly references and applies to extracurricular activities, including BAS activities. Where possible, if the incident primarily relates to the one Member School, the procedure outlined in the Member School's Critical Incident Plan should be followed, with Member Schools being responsible for their own school community.
- 1.2 It is a requirement of BAS that Member Schools have provided their staff in attendance at BAS events with training in their Critical Incident Management Plan, and that they are able to confidently enact the plan and communicate it to those around them. This includes but is not limited to transport to the event, during the event and at the conclusion of the event. The Member School's staff should also be educated as to how the Critical Management Plan relates specifically to BAS activities and communication requirements.
- 1.3 It is a requirement of BAS that Member Schools provide adequate staff ratios to be able to manage a critical incident and continue to actively supervise students based on the needs of the students in attendance.

2. External Venues

- 2.1 When booking external venues, the BAS Executive Officer will work with the Venue for any requirements they have. Should they require specific templates or further documentation, the Executive Officer will work with the Host School to provide these documents as required.
- 2.2 On the day of the activity, prior to the activity commencing, the host school must ensure the following is completed:
 - 2.2.1 A walk through to ensure no risks or hazards are present.
 - 2.2.2 Attendees are made aware of key critical incident and emergency management requirements, as relevant, such as emergency exits, assembly area etc.
 - 2.2.3 A qualified first aider and first aid facilities are available.
- 2.3 In the event of a critical incident occurring at an external venue the venue's emergency management plan should be followed and where applicable any directions of the facility staff.
- 2.4 Following or if applicable during the critical incident, Member School's may use their own Member School Critical Incident Management Plan or the guide in annexure 1 to consider if any further action is required.

3 Internal Venues

- 3.1 When Member School's host BAS activities, it is their responsibility to ensure the following is completed:
 - 3.1.1 An activity co-ordinator is nominated (this may be the Sports Co-ordinator if they are in attendance), who is responsible and willing to oversee the activity, including all critical incident/ emergency management requirements. The individual must have warden training as

a minimum requirement and be aware that they will be responsible for overseeing and implementing the Member School's own internal Critical Incident Management Plan.

3.1.2 An area-based risk assessment completed for the venue and a risk assessment for the event which includes but is not limited to the following:

3.1.2.1 Evacuation diagram location

3.1.2.2 Emergency Management Plan

3.1.2.3 Any hazards

3.1.2.4 Evacuation/ egress paths and appropriate areas for containment

3.1.2.5 Communication Devices available

3.1.2.6 Methods of notifying emergency services

3.1.2.7 Any security requirements

3.1.2.8 The location and extent of first aid facilities

3.1.2.9 Any secluded spaces which may not be able to reasonably be actively supervised

3.1.2.10 Any other considerations relevant to the facility or activity.

3.2 Following or if applicable during the critical incident, Member Schools may continue to refer to their own Critical Incident Management Plan or use the guide in annexure 1 to consider if any further action is required.

Part 3- Implementation

1. This Policy is implemented through a combination of the following strategies:
 - 1.1 Member training, education and information.
 - 1.2 Encouraging a collaborative, communicative and proactive approach.
 - 1.3 Promoting a positive reporting cultural.
 - 1.4 Initiating corrective action where appropriate.

Part 4- Audit & Review

1. BAS is committed to continuous review and improvement of all of its operations, including this policy.
2. It is the responsibility of the Committee to regularly monitor and annually review the effectiveness of this policy in practice.
3. It is the responsibility of the BAS Executive Officer to ensure this policy is reviewed annually and spot audits are completed at least annually for each member school and relevant records are maintained.

Part 5- Breach

1. Any breach of this policy will be taken seriously and immediately followed up by BAS.
2. Any breach of this policy may lead to action being taken, for serious breaches, this may include but is not limited to termination of membership.

<i>Critical Incident Management Policy</i>	<i>Person Responsible: BAS Committee</i>	<i>Approved by: BAS Committee</i>
<i>Date of Approval: 6 August 2025</i>	<i>Last Review: 7 May 2025</i>	<i>Next Review: Term 2 2026</i>

ANNEXURE 1

CRITICAL INCIDENT CONSIDERATIONS

The following may be used as a guide to consider and where safe and applicable to do so actioned.

Consideration	Completed?
The activity co-ordinator should assess the situation, remain calm and avoid placing themselves in danger.	
Emergency Services Contacted and where applicable, all advice followed	
Under the advice of emergency services, the removal of any threat or hazard if safe to do so.	
Identify the individual(s) involved in the incident (if applicable).	
Communicate with Member School representatives, to assemble their students and staff and ensure the physical safety and wellbeing of those present.	
Communicate and allocate responsibilities, including but not limited to the following: <ul style="list-style-type: none"> - Record keeper - Communications officer - Media/ public liaison 	
Evacuate or contain as required.	
Administer first aid.	
Ensure facility is preserved.	
Manage any use of phones or footage.	
Document any evidence, including the names of any witnesses and times of occurrence	
Allocate a member of staff to meet and provide directions to emergency services or other individuals arriving at the venue.	
When possible co-ordinate students departure from the activity	
Ensure key individuals are notified of the incident including BAS Executive Officer and Heads of Member Schools.	
A member of staff nominated to liaise with individual affected.	
All notes, documents, witness recollections and evidence collated.	
All communication to stakeholders completed including an official statement and consistent messaging for member school communities.	
If required, a communication officer nominated to attend to all media enquiries	
Any incident reporting or notification to external bodies completed.	
Insurers notified in writing.	
Wellbeing check in's completed with those present for the incident and external services offered.	
A review of the incident and any corrective action or areas for improvement documented.	
Consider any ongoing support required.	
Any other steps given the circumstance?	