

WALKERVILLE PRIMARY SCHOOL

CRITICAL OVAL INCIDENT POLICY

CONTEXT

The school is situated in the inner suburbs and has restricted playing areas within its boundaries. There is a need to use Walkerville Oval for special events and regular lunchtime play.

DEFINITION

A critical oval incident is one where our students or teachers come into contact with a member of the general public who acts inappropriately in a public place.

ACTIONS

Duty Teacher:

The supervising teacher will ensure that children keep within the established play boundaries and remind children to report any inappropriate activity immediately.

The supervising teacher will alert the office staff of an incident via mobile phone, before they investigate. Senior staff will attend immediately.

Supervising teacher will record:

- Student names & room.
- Time of incident
- Details about the incident
- Description of the offender(s).

Senior staff will:

- Attend immediately
- Check the area concerned
- Confirm details of the incident
- Report incident to Police
- Contact parents of students involved
- Seek permission for Police Interview where students are 12 or older
- Construct an incident note to all school parents
- Notify the Education Director
- Enter the incident into the IRMS system.
- Inform Walkerville Council 8344 7711 of the incident and alert nearby schools
- Review use of oval and suspend if necessary
- Send a DECD approved notice home to parents

Classroom teachers will:

- Ensure that the yellow critical incident notice goes into school bags to take home and is alerted on Skoolbag_Walkerville App
- Discuss 'protective behaviours' safe practices and strategies with their class
- Identify whether a child involved in the original incident may require follow up counselling.

ACTION SUMMARY

Copy of plan inside oval duty bag:

<u>What</u>	<u>Who</u>
1. Initial details	Teacher
2. Remove children	Teacher
3. Report to senior staff	Teacher
4. Gather details	Senior Staff
5. Report to Police	Senior Staff
6. Inform Ed'n Director	Senior Staff
7. Enter on IRMS	Senior Staff
8. Draft letter to DECD	Senior Staff
9. Contact Parents	Senior Staff
10. Letter to all parents	Senior Staff
11. Class discussion	Teacher
12. Request assistance	Senior Staff
13. Inform Chairperson	Senior Staff
14. Inform Walk Council	Senior Staff
15. Suspend oval use?	Senior Staff

REVIEW

Governing Council will review this policy when required.

Staff will monitor incidents via the WHS committee meetings.

May 2017