Mother Teresa School
Crisis Management Policy

Related Policies
CEO Policy and Procedures

Purpose
This policy outlines the steps that can be implemented when a student, staff member or family member of our parish/school community experiences a crisis.

Policy
The school is a major part of a child's and teacher's social system and a Crisis Management Policy can assist all members of the community with readjustment and acceptance.

Definitions
A crisis situation includes, but is not limited to, the following events:
- a sudden death
- death after illness
- major trauma
- drowning
- murder
- suicide
- hostage/abduction

Mother Teresa Crisis Management Team includes:
- Principal
- Coordinator
- Parish Priest
- Religious Education Coordinator
- School Counsellor
- School Staff

Procedures

1. Principal and Counsellor are the leaders of the Crisis Management Team
   - Reference should be made to Centacare's Crisis Management booklet which contains guidelines for working with students, staff, funeral details, grief reactions, the media, suicide, recommended reading and a sample letter to parents.
   - Decide who needs to be involved and informed.
   - Principal to manage media requests.
   - Formulate a crisis management plan for each unique situation.

2. Staff Meeting
Meeting called by Crisis Management Team to discuss the following:
(not listed in priority order.)

   - Prayer.
   - Details of the incident.
   - People involved or affected by incident are identified and arrangements are made to assist them.
   - Staff brief on crisis plan.
• Teachers provided with statements with which to inform their classes.
• Staff will be given information to deal with possible grief reactions in children.
• Inform staff that updates will be passed on during the day.
• Principal will talk with teachers who feel they cannot cope.
• Time will be given to staff to discuss the incident and ask questions.

3. Informing Children of a Crisis
• All children to be informed simultaneously in their classes and by their own teacher.
• Teachers should use the prepared statements to inform the children as truthfully as possible.
• Children will be informed of the support structures and how to use them.
• Children will be provided with time to discuss the incident, to ask questions or to seek help.
• A prayer or reflection session may be appropriate.

4. Informing of Parents
• Depending upon the crisis, parents may be informed in a manner deemed appropriate by the Leadership Team. This may include the use of the parent e mail system that exists to inform parents of correct information.

References
• In a Time of Crisis by Barry Taylor and Phil A. Silva
• Centacare’s Crisis Management booklet

Forms
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