



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	November, 2025
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. In the event of the death being due to suicide, further special measures are required.

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 headmaster will appoint the team leader who will be responsible for identifying the circumstances under which the policy becomes operational.
2. A *Trauma Incident Response (TIR) Team* be nominated from :
Headmaster, Deputy Headmasters, Assistant Headmasters, Guidance Counsellors, Senior House Leaders, Deans of House, School Nurse and other appropriate people.



3. Once the policy has been invoked, the TIR Team will :
 - verify the information received.
 - identify what information should be shared with school members.
 - remind staff that only the Headmaster or those s/he delegates should respond to the media.
 - social media is monitored and positioned to respond to needs appropriately.
 - ensure that outside helping agencies come in at the team's request rather than on their mandate
 - contact MoE TI team
 - 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 TIR *Trauma Incident 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
Refer to the following MoE guides:
<http://www.education.govt.nz/assets/Documents/School/Traumatic-incidents-and-emergencies/Traumatic-incidents-schools-Guidelines-for-wellbeing.pdf>
<http://www.education.govt.nz/assets/Documents/School/Traumatic-incidents-and-emergencies/SuicidePreventionOCT2013.pdf>
12. Attend to the immediate response and aftermath of a sudden accidental or non-accidental death. And, follow guidelines for prevention as set out in the MoE resource kit for schools, *Preventing and responding to suicide*.



Checklist of Tasks			CRISIS Management TEAM	CONTACT ☐ NO's			
				School No: (06)758 5399 Ext (X)	Home No.	Mobile No.	
			Sam Moore	757 6116 or x 816			
			Reid Archer	811	753 9912	021 747 750	
			Matt Cleaver	812		027 306 9281	
			Andrew Hope	836	2150102	021 326 106	
			Sarah Darke	864		021 323619	
To be allocated when a critical or traumatic incident has been determined							
TASKS			TEAM MEMBER				
1	Contact parents / caregivers / siblings		Sam Moore	757 6116 or x 816			
2	Contact school community (parents/caregivers) email		Sam Moore	757 6116 or x 816			
3	Establish contact numbers with family(ies)		Sam Moore	757 6116 or x 816			
4	Telephone BOT Chair		Sam Moore	757 6116 or x 816			
5	Contact BOT		Juliet Vickers			021 105 5621	
6	Telephone other secondary / local schools		Andrew Hope	836		021 326 106	
7	Media:	Daily News	Sam Moore or Board Chair	757 6116 or X 810		027 444 0214/ 021 5621	
		Radio Network					759 0800 x 8856 # 759 2460
		Radio Works					757 9932
8	Staff meeting / HOF		Sam Moore / Matt Cleaver	816 / 812			
9	Assemblies		Sam Moore	816			
10	Message on phone answering machine and written message for Office		Office	0 or 834			
11	Venue for upset student (A1) or Library		Sarah Darke	864	758 1833	021 323 619	
12	Offices freed / organisation Guidance Centre (A1)		Sarah Darke	864	758 1833	021 323 619	
13	Relief cover		Reid Archer	812	752 0071		
14	Staff walking the School		Reid Archer	812	752 0071		
15	Allocation of duties of staff		Andrew Hope	812	752 0071		
16	Liaise with:	Police	Sam Moore	816	758 1833		
		GSE MOE -Trauma Incident Team					759 5500 06 349 6306
		Victim Support					7595519
17	Contact students		Andrew Hope	836	2150102	021 326 106	
18	Contact close friends		Sam Moore	816			
29	Identify students at risk		Sarah Darke/ Shelley Somers/	864/ 856		021 323 619/ 021 469 7292	
20	Counselling		Sarah Darke/ Shelley Somers/ Greg Davis	864/ 856	7	021 323 619/ 021 469 7292	
21	Determine and liaise with outside support from cultural or religious advisers, other schools and mental health services.		Sarah Darke / Shelley Somers/ Greg Davis	864/ 856		021 323 619/ 021 469 7292	
22	Look after needs of Critical Incident Team		School Nurse	870		027 418 8068	
23	Executive Assistant to the Headmaster		Heather King	816		027 930 9286	
24	Contact Truancy / Buses		Lisa Krahagen	866	758 9827	022 070 8922	
			School Nurse	870		027 418 8068	
25	Provide appropriate cultural response		Bevan Matene/ Paul Martin/ Chris Luke	732			

