



CREATIVE INDUSTRIES

AREA	Governance and Management
TITLE	Critical Incidents
CODE	A5.02
POLICY VERSION #	

**SUMMARY:**

The purpose of this policy and related procedure is to assist JMC Academy staff and students in the management of critical incidents in accordance with the ESOS National Code 6.4.

**SCOPE:**

This policy applies to all JMC Academy staff, students and visitors who have been exposed to a critical incident – either on-campus or off-campus (students & staff) including staff on business related travel interstate or overseas. Where JMC Academy staff witness an event that may be considered a critical incident, the policy and procedures should be followed.

Where JMC Academy staff are aware of an event which may either indicate or escalate to a critical incident, the policy and procedures should be followed.

**POLICY:**

**Definition**

A critical incident is: Any extraordinary and unpredicted traumatic event affecting an individual that requires the implementation of special arrangements involving a number of areas of JMC Academy in order to prevent/minimize any negative impact on their health and welfare.

Critical incidents include but are not limited to:

- Medical emergencies involving a student
- Critical illness of a student
- Student death
- Traumatic events that affect students; such as
- Sexual Assault
- Mental Health Crisis
- Drug / Alcohol Overdose
- Campus Disturbance / Riot
- Fire / Explosion with Injuries or Significant Damage

**RELEVANT STANDARD FROM AUSTRALIAN QUALITY TRAINING FRAMEWORK/ ESOS Act:**

ESOS Code 6.4:

“The registered provider must have a documented critical incident policy together with procedures that covers the action to be taken in the event of a critical incident, required follow-up to the incident, and records of the incident and action taken.”

POLICY:

Compliance Evidence

A documented critical incident policy and procedure, and evidence that staff members have an understanding of the critical incident policy.

Positions responsible for implementing policy

- Administration
- Nominated trained staff member/or agency/or counsellor
- Heads of Department
- Campus Manager
- Marketing/Brand Manager
- Chief Executive Officer

POLICY:

DATE OF ORIGIN/ LAST APPROVED CHANGE	VERSION NUMBER AT CHANGE	DATE EFFECTIVE FROM	AUTHORISED BY	EMENDATIONS TO THIS DOCUMENT MADE BY:
110608		110608	Academic Board	A Broughton

ACTION	RESPONSIBILITY	TIMING