

School Incident Dot-Point Report

Schools Directorate to complete	
Status of incident (Critical/Serious)	Critical
Type of incident (violence, fire/smoke, etc)	Violence
District	Southern
School	Caroline Chisolm
Date of incident	March 2009
Principal	Wendy Wurfel
Reporting Officer's name & position	Wendy Wurfel - Principal
What occurred? (Dot point order of events succinctly)	• At March a fight broke out • students attacked • The Principal called the police
Schools Directorate to complete	
Police involvement – Yes ☐ No ☐	Yes
Other emergency services – Yes ☐ No ☐ If yes, which service?	No
Has counselling been organised/provided?	Yes
Schools Director Date cleared	Yes March 2009
Status confirmed	Critical
Date DLO advised (verbally)	
Date to SPA & DET Media	March 2009
Senior Policy Advisor to complete	
A/g ED Schools clearance (signature)	
Date cleared 3.09	
Status Confirmed - Yes ☒ No ☐	
If critical, date sent to DLO (DLO will TRIM and request brief from Schools Directorate via MSR if warranted)	

Critical Incident Report Form

GILP 2009003

A critical incident is an incident or series of incidents which result in:

- significant disruption to the school's normal procedures
- a school being locked down, evacuated or requiring closure
- police notification and involvement in the school
- significant threat to the safety of students and/or staff

The 11 types of critical incidents covered in the Emergency Management Checklist are:

- | | |
|------------------------------------|---------------------------------------|
| violent incident | siege, criminal or terrorist activity |
| bushfire | earthquake |
| severe storm and internal flooding | chemical hazard or gas leak |
| death/suicide | lockdown procedures |
| medical emergency | bomb threat |
| internal fire/smoke | |

In accordance with the *Providing Safe Schools* policy, phone the Schools Directorate as soon as possible with information relating to the incident.

Schools Northern Canberra: 6205 7194
Schools Central Canberra: 6205 5479
Schools Southern Canberra: 6205 7200

Reporting Details

School/Section: Gilmore Primary
District: Southern
Reporting officer's name: Andrew GEERING
Position: Principal
Phone: 02 62057844
Mobile:

Signed: _____

Date: _____

3/09

Time: _____

Incident Details

Incident date and time: 03/2009
Type of incident: Violent Incident
Location of incident: Outside school grounds
DET officer advised: Sue Northmore

Critical Incident Report Form

GILP 2009003

Description of incident (attach further information if necessary):

[REDACTED] Chisholm yesterday afternoon (reported in the press as a call for assistance being raised [REDACTED] March) This address is two blocks from Gilmore Primary School.

Person(s) affected by incident:

[REDACTED] students arrived back at school around [REDACTED] Had been tardy on their way home [REDACTED] and Police would not let them through the cordon that had been set up. Front office staff contacted [REDACTED]

[REDACTED] Gilmore students live in [REDACTED] families close by to the house where the incident took place. Conversations with some [REDACTED] families this morning [REDACTED]

[REDACTED] Most of the children are here at school today.

Names of witnesses:

NA

Witness statements taken: N

First Aid Administered: NA First Aid Officer: NA

Response to Incident

Immediate response:

[REDACTED] students arrived back at school around [REDACTED] Had been tardy on their way home [REDACTED] and Police would not let them through the cordon that had been set up. Front office staff contacted [REDACTED]

[REDACTED] Conversations with some [REDACTED] families this morning: [REDACTED]

[REDACTED] Most of these children are here at school today.

Staff have been briefed on:

1. dealing with classroom conversations by students regarding the incident
2. keeping a close eye on students who may have been directly affected by the incident yesterday afternoon and advising the school executive if the students are not coping in any way. Arrangements have been made to contact parents / duty counsellor should the need arise.
3. dealing with community members or the press should they be approached to make comment on the incident.

Parents/Carers contacted: NA

Emergency Services contacted: N

Specify service:

Please Note: Police should be contacted in all instances of extreme physical violence, criminal offence, unsafe circumstance or if deemed otherwise necessary.

Further actions arising/required from emergency services:

Critical Incident Report Form**GILP 2009003****Policies and Procedures**

Please specify which departmental and school policies were implemented and referred to in responding and resolving this incident:

Critical Incidents

Did you seek policy advice: N

If yes, from whom:

Does the incident have the potential to attract media attention: N

Have you contacted the Media and Marketing Department with specific details of the incident? N

Agencies involved (eg Care and Protection):

Agencies contacted:

Relevant background information:

Whilst the incident has attracted a deal of media attention, so far it has revolved around the [REDACTED] [REDACTED] If the media start to look wider afield to seek comment on the impact this event has had on the local community, they may look to the school for comment.

Further action planned:

Ongoing monitoring of the students from the [REDACTED] area who may have been witness to events or impacted on by the Police Cordon etc. have in train plans to access counselling services if required.

Critical incident report

School	Kaleen High School
Date of incident	March 2009
Incident details	• A student and student assaulted a student. • The student's parent was contacted • The school notified the parents
Police involved?	• Yes
Counselling organised/provided?	To participants / staff / students
Media interest?	Yes
If yes recommended media strategy	
Cleared: Director (if by phone, please state)	Signature: Date: 4.09.
Cleared: Executive Director	Signature: Date: 4.09.

FEB. 2008 9:05

WANNIASSA HIGH SCHOOL A
WANNIASSA HIGH SCHOOL

NO. 588 P. 1
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Noted 25/3/08

Critical Incident Report Form

First: Phone the Schools Directorate with information relating to the incident on

Schools Northern Canberra: 62057194

Schools Central Canberra: 62055479

Schools Southern Canberra: 62057200

Then: Complete this form and fax it to 62058327 or 62057204

Reporting Details

School/Section: Wanniassa School – Senior Campus.....

District: Southern.....

Reporting officer's name: Karin Nagorcka.....

Position: SLA.....

Phone: 6205 Mobile:

Signed: Date: /... 2... /... 08... Time: 5.35 pm

Incident Details

Incident Date: February 2008.....

Incident Time: Morning - followed by incident at

Location of incidents:

Description of incidents: students initiated attack on
another student

assaulted

a student in

Another attack was then initiated

See witness statements, attached.
(attach further information if necessary)

Critical Incident Report Form

Response to Incident

Immediate response: ... The teacher on duty [REDACTED] reported the incident to the Deputy Principal who took all appropriate action – see attached reports and [REDACTED] letters.

The Principal took statement [REDACTED] She also rang [REDACTED] and that police had been contacted.

The [REDACTED] and SLC [REDACTED] detained the group of students who were all absenting themselves from class that morning and roaming the school together. [REDACTED] assault incidents took place in reasonably quick succession.

The Deputy Principal rang the police, and also spoke to all respective parents, [REDACTED]

The Principal informed the Director's office regarding these incidents.

Witness statements were made by teachers and students. [REDACTED]

Parents/Carers contacted: Yes ☐

Actions arising/required from contact: ... The Director's office was informed of the incidents because of their nature, and because the police were contacted. [REDACTED]

Critical Incident Report Form

Policies Implemented:

*(Please ensure reference is made
to most recent policy)*

Suspension, Exclusion or Transfer of students

Accident – Schools and other workplaces

Child Abuse and Neglect

Excursions

Family Law

First Aid

Providing Safe Schools P-10

Temporary Closure of Schools

Other

(Please specify)

Is there police involvement?

Yes ☒

Is a mandatory report required?

No ☒

Has a mandatory report been made?

No ☒

Does the incident have the potential to attract media attention?

Yes ☒

Because similar to an incident in another HS in Tuggeranong school that attracted media attention.

Agencies involved (eg Care and Protection):

Agencies contacted:

Relevant background information:

Further action planned:

*This section to be completed by the Schools Directorate:***Reported to:**

Schools Director

☐

Executive Director

☐

Minister

☐

Manager, Media and Communication

☐**Action required:**

No further action

☐

Legal advice

☐

Ongoing support

☐**Notes:**

0262056411

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Critical Incident Report Form**LYNH 2008002**

A critical incident is an incident or series of incidents which result in:

- significant disruption to the school's normal procedures
- a school being locked down, evacuated or requiring closure
- police notification and involvement in the school
- significant threat to the safety of students and/or staff

The 11 types of critical incidents covered in the Emergency Management Checklist are:

- | | |
|------------------------------------|---------------------------------------|
| violent incident | siege, criminal or terrorist activity |
| bushfire | earthquake |
| severe storm and internal flooding | chemical hazard or gas leak |
| death/suicide | lockdown procedures |
| medical emergency | bomb threat |
| internal fire/smoke | |

In accordance with the *Providing Safe Schools* policy, phone the Schools Directorate as soon as possible with information relating to the incident.

Schools Northern Canberra: 6205 7111
Schools Central Canberra: 6205 5411
Schools Southern Canberra: 6205 7211

Reporting Details

School/Section: Lyneham High School

District: Central

Reporting officer's name: Colleen MATHESON

Position: Principal

Phone: 02-6205 [REDACTED]

Mobile: [REDACTED]

Signed: [REDACTED]

Date: [REDACTED]

21/08

Time: [REDACTED]

Incident Details

Incident date and time: [REDACTED] 02/2008 [REDACTED]

Type of incident: Violent Incident

Location of incident: School Grounds

DET officer advised: Nancy O'Brien

0262056411

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Critical Incident Report Form**LYNH 2008002****Description of incident (attach further information if necessary):**

males (approx [redacted]) entered Lyneham High School grounds [redacted]. The [redacted] males were asked to leave the school grounds by [redacted] teachers. They left the grounds but as they did the teachers noticed that [redacted]. The [redacted] males headed off towards [redacted].

Person(s) affected by incident:

[redacted] (executive teacher on playground duty), [redacted] (other teachers who approached the [redacted] males)
Students on playground
Staff

Names of witnesses:

Staff: [redacted]

Witness statements taken: Y

First Aid Administered: NA First Aid Officer:

Response to Incident**Immediate response:**

Police were phoned. Students had already come inside after recess. PE lessons on the oval were cancelled.

Parents/Carers contacted: N

Emergency Services contacted: Y Security service: Police

Please Note: Police should be contacted in all instances of extreme physical violence, criminal offence, unsafe circumstance or if deemed otherwise necessary.

Further actions arising/required from emergency services:

Police looked around grounds to insure that the males had left. Police spoke to staff and [redacted]. Police believe that [redacted].

Principal spoke briefly [redacted] Bullying issues will need to be followed up at school level. Extra staff were placed on playground duty. Police considered there was no immediate threat and that school should return to normal. Police arranged to be present around school at end of school day. Principal was advised to ring police if any issues arise from incident. No further incidents occurred.

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Critical Incident Report Form

LYNH 2008002

Policies and Procedures

Please specify which departmental and school policies were implemented and referred to in responding and resolving this incident:

Countering Bullying, Harassment and Violence in ACT Government Schools, Providing Safe Schools P-12

Did you seek policy advice: Y

If yes, from whom: City Station

Does the incident have the potential to attract media attention: Y

Have you contacted the Media and Marketing Department with specific details of the incident? N

Agencies involved (eg Care and Protection):

Nil

Agencies contacted:

Nil

Relevant background information:

Further action planned:

School will need to follow up on this

Attachment A

Critical Incident

Alfred Deakin High School
February 2008

Violent Incident

- The student, [REDACTED] was restrained [REDACTED]
- [REDACTED]
- A meeting involving all [REDACTED] has been arranged for [REDACTED]

Joanne Howard
Director Schools Central
6205 5479

Attachment A

CRITICAL INCIDENT
WANNIASSA SCHOOL
[REDACTED] March 2008

Violent Incident

- Teachers were advised earlier in the day that a student might be assaulted. The potential [REDACTED] was not identified.
- Teacher spoke to possible victim and advised [REDACTED] should immediately contact staff if there was any trouble.
- At [REDACTED] a teacher advised that an assault had occurred.
- [REDACTED]
- An ambulance was called.
- Police were called.
- [REDACTED] parents were called.
- [REDACTED] parents were called.

[REDACTED] March

No additional information to add.

Carol Harris
Director Schools Southern
6205 7200
[REDACTED]

Critical Incident

Canberra College

■ March 2008

Violent/criminal incident/medical emergency

- School principal, John Stenhouse, advised that a student was attacked ■ today.
■
- The attacker ■ He/she is believed not to be a student.
- ■
- ■
- Attempts are being made to contact parents.
- Uniform police and detectives are in attendance, talking to witnesses.
- Simon Vaughan, Deputy Principal, will advise as further information comes to hand (this will probably be provided tomorrow, ■ March).

■
Joanne Howard
Director, Schools Central
6205 5479

Critical Incident

Lyneham Primary School

April 2008

Possible chemical hazard: unknown white substance found

- [REDACTED] the post was delivered to Lyneham Primary School
- [REDACTED] sorted the mail and noticed a white residue on the envelopes and desk
- Staff members alerted the executive teacher in the principal's office
- The school contacted the Department's Injury and Management team for advice
- The Manager of Organisational Capacity spoke to the Principal and made contact with the Fire Brigade who recommended the Manager contact ACT Police
- The Manager of Organisational Capacity spoke to ACT Police who then contacted the principal
- The ACT Police directed the school to isolate the potentially-affected staff members and to cordon off the front office area
- ACT Police contacted the Schools Directorate and advised that a Sergeant would be attending the scene and that Fire Brigade and Ambulance are on standby
- The Department advised the Security and Emergency Management Branch, JACS

update

- ACT Ambulance are attending [REDACTED]
[REDACTED]
- Principal will brief staff about student safety and lockdown procedures if this is necessary
- Principal will send a letter home to parents and carers this afternoon.
- Foyer has been completely isolated from staff and students.
- The students were able to access the playground as normal during lunch.

- Media are already aware of the story. The Principal will not be speaking to the media, but will direct enquiries to the Department.

Further updates will be provided.

Craig Curry
Acting Deputy Chief Executive
6205 9172

April 2008

file

Critical Incident Report Form

Reporting Details

Section/School: *Erindale College*

Division:

Reporting officer's name: *Bill Thompson*Position: *Deputy Principal*Phone: *620 5*

Signed:

Date of report: *12/07*

Time:

Incident Details

Incident date: *2-07*

Incident time:

Location of incident:

Description of Incident: *Assault - student on student.*Media contact (if any): *NIL.*

Response to Incident

Immediate response: *First Aid / Parent Contact /*

Further action planned:

Reported To:

Schools Director

*left message.*

Executive Director



Minister's Office



Manager, Ministerial and Communication

*Dot points provided to ED.*

File

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Critical Incident Report Form

Reporting Details

Section/School: *Erindale College*

Division:

Reporting officer's name: *Bill Thompson*

Position: *Deputy Principal*

Phone: *6205* [REDACTED]

Signed: [REDACTED]

Date of report: *0407*

Time: [REDACTED]

Incident Details

Incident date: *Feb 07*

Incident time: [REDACTED]

Location of incident: *adjacent to Erindale College*

Description of incident: *Person armed with knife threatening students*

Media contact (if any): *No*

Response to Incident

Immediate response: *Police notified immediately*

Further action planned: *Staff/Student counselling*

Reported To:

Schools Director



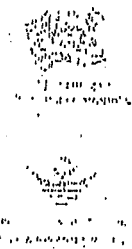
Executive Director



Minister's Office



Manager, Ministerial and Communication



Fax 62059424

Critical Incident Report Form

Reporting Details

Section/School: ISABELLA PLAINS PRIMARY

Division: EDUCATION

Reporting officer's name: KIM DAREY

Position: ACTING PRINCIPAL

Phone: 6205 [REDACTED]

Signed: [REDACTED]

Date of report: 4/07

Time: [REDACTED]

Incident Details

Incident date: 4/07

Incident time: [REDACTED]

Location of incident: ISABELLA PLAINS PRIMARY.

Description of incident: School lockdown/Police contacted.

Media contact (if any): NO

Response to Incident

Immediate response: Director Phoned.

Further action planned: Parents notified by letter home.

Reported To:

Schools Director ☒Executive Director ☒Minister's Office ☐Manager, Ministerial and Communication ☐

Summary of critical incidents in schools from June 06 to May 07			
Incident	Date	School	Support for school
Physical violence			
	03/2007	Black Mountain School	yes, police,
assault			
physical violence	03/2007	Calwell HS	Not required
	03/2007	Calwell HS	meeting with DEI
physical violence, cyber bullying			
	02/2007	Campbell HS	yes,
Physical violence			
	03/2007	Canberra HS	yes, meeting,
Fight			
	03/2007	Erindale College	
	04/2007	Erindale College	
lockdown			
	04/2007	Isabella Plains PS	Not required
car accident			
	03/2007	Lake Tuggeranong College	Not required

Incident	Date	School	Support for school
bullying	03/2007	Lynneham HS	yes
student assault	03/2007	Narrabundah College	Not required
Running away	02/2007	North Ainslie PS	Yes, Police
Total			

Factsheet

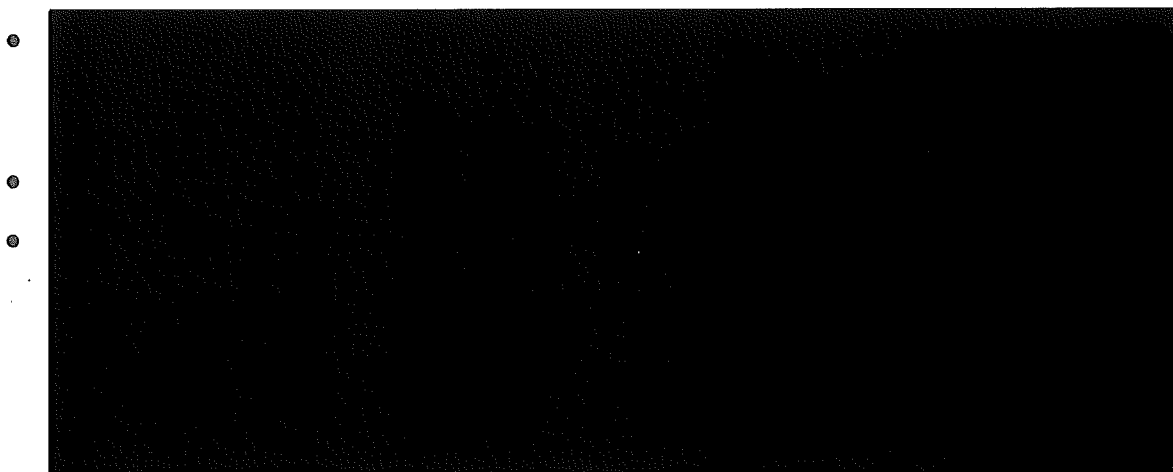
Subject: Critical Incidents in ACT public schools

- The Directorate's *Providing Safe Schools* suite of policies outlines procedures for the management and reporting of critical incidents in schools. Critical incident guidelines have been circulated to every public school.
- Schools are required to: immediately report any serious incident threatening student or staff safety to the police, contact the School Network Leader, and submit an online report to the Directorate within two days of the incident.
- Critical Incident reports have now been submitted since April 2007.



Quarter	2013	2012	2011	2010
1 January to 31 March	3	16	6	15
1 April to 30 June	[Redacted]			
1 July to 30 September				
1 October to 31 December				
Total		[Redacted]		

- In the first quarter of 2013 there have been 3 reported critical incidents in our schools. This is a decline from 16 in the same time last year and the lowest it has been since 2010.



Background



- Other related policies include:
 - *Suspension, Exclusion or Transfer of students in ACT Public Schools*
 - *Countering Bullying, Harassment and Violence in ACT Public Schools*
 - *Countering Racism in ACT Public Schools*
 - *Countering Sexual Harassment in ACT Public Schools*
- Critical incidents often bring media attention.

Director: MICHAEL BATEMAN Phone: 6205 9345 |Updated: 10 July 2013

FACT SHEET

Department of Education and Training

Critical Incidents in Public Schools

- In May 2007 the Department introduced a suite of several new policies for ACT public schools under the *Providing Safe Schools* banner. The following month it introduced new procedures for the management and reporting of critical incidents in schools. Critical incident guidelines were updated and circulated to every school.
- These new procedures clearly instruct principals to contact the School Director by phone within 24 hours of a critical incident occurring at their school, and also to report any serious incident threatening student or staff safety to the police. Principals must also submit an online report to the Department within two days of the incident. Schools and the police take these incidents very seriously.
- Reports have now been submitted over nine quarters with the number of incidents steadily reducing during 2007/2008. The relevant figures for this period being:
 - [REDACTED]
 - [REDACTED]
 - January-March 2008 - 15 incidents
 - [REDACTED]
- The figures so far for 2008/2009 are:
 - [REDACTED]
 - [REDACTED]
 - January-March 2009 - 7 incidents
 - [REDACTED]
- [REDACTED]
- It should be noted although assaults may involve activity outside the school grounds (i.e., they may begin, or be continued, or occur entirely off campus), they are nonetheless reported as being associated with and managed by the school.

- [REDACTED]
- Throughout 2009 and beyond, the Department will monitor the implementation of the Safe Schools policies in order to gauge their effectiveness. Analysis of the reported critical incidents continues to be discussed with school directors and principals to consider further strategies which might be implemented to provide safer schools for staff and students.
- [REDACTED]

Background

- Incidents occurring in schools cause concern to parents and attract media interest.

Contact: JAYNE JOHNSTON | Phone: 6205 9172 | Updated: 5 August 2009