

## **CRISIS & EMERGENCY MANAGEMENT PLAN**

### **PREVENTION AND PREPARATION**

#### **AIMS**

The objective of the Crisis Management Plan is to effectively manage the impact of a critical incident through a planned response provide support to members of the Aranmore Catholic College Community that leads to recovery.

The guiding principles of the plan are:

- Aranmore College has a duty of care to students, staff and others who may visit the school.
- Prevention and preparation of a crisis should occur.
- Ensuring any response to a crisis is coordinated and organised.
- Responding to a crisis should take priority and be prompt.
- The impact of those involved directly and indirectly must be addressed both immediately and long term.
- Aranmore College may provide pastoral, administrative or practical support.
- Maintenance of stability and routine functioning within the school
- A communication process to ensure speedy, accurate and appropriate information dissemination.
- Engagement with CEO and appropriate use of external support agencies.
- Ensuring all staff should be familiar with the Crisis/ Emergency response procedures and their role and expectations of them.

#### **PREVENTING AND PREPARING FOR A CRISIS**

- Risk assessment/ audit of vulnerabilities annually.
- Regular review of plan, annually and after any incident requiring its use.
- Key staff members undertake Crisis Management Planning training.
- Provide regular professional development with staff regarding the Crisis Management Plan.

#### **A CRITICAL INCIDENT**

A critical incident is often a sudden or unexpected event, which has a high probability of producing a physical, strong emotional or psychological distress, or threatens the safety of students and staff. A critical incident is likely to impact on the capacity for normal

functioning. It can occur at the College or off site, during school time, on camp or after hours. An event considered a critical incident may be:

- Death of a student, staff member or community member
- Suicide
- Serious injury/ serious assault
- Drug overdose
- Sexual assault
- Hold up/ attempted robbery
- Student arrest
- Disappearance or removal of student
- Abduction of a student
- Bomb threat
- Accident
- Collapse/ major damage to building or equipment
- Motor vehicle collision/ impact with school
- Fire in school building/ bush fire
- Fumes/ spills/ contamination
- Outbreak of disease
- Flood/ hail storm
- Natural disaster
- Drug related incident
- Media coverage of an issue which may cause distress to the school community
- Witnessing or learning about traumatic events.

An emergency can turn into a critical incident and vice versa.

### **VICTIMS OF A CRITICAL INCIDENT**

- *Primary Victims*  
These are people who have direct exposure to the incident. They may be direct witness or victim suffering injury.
- *Secondary Victims*  
Those who are grieving for the dead or injured such as family and close friends of the victims.
- *Tertiary Victims*  
Those who must attempt to deal with the impact of the incident such as Dean, Psychologist, Social Worker, administration and Teachers.
- *School Community*  
Those who are affected by the incident but not directly involved, including parents, other students and teachers.
- *Indirect Victims*  
People who have been involved but not directly exposed to the incident.

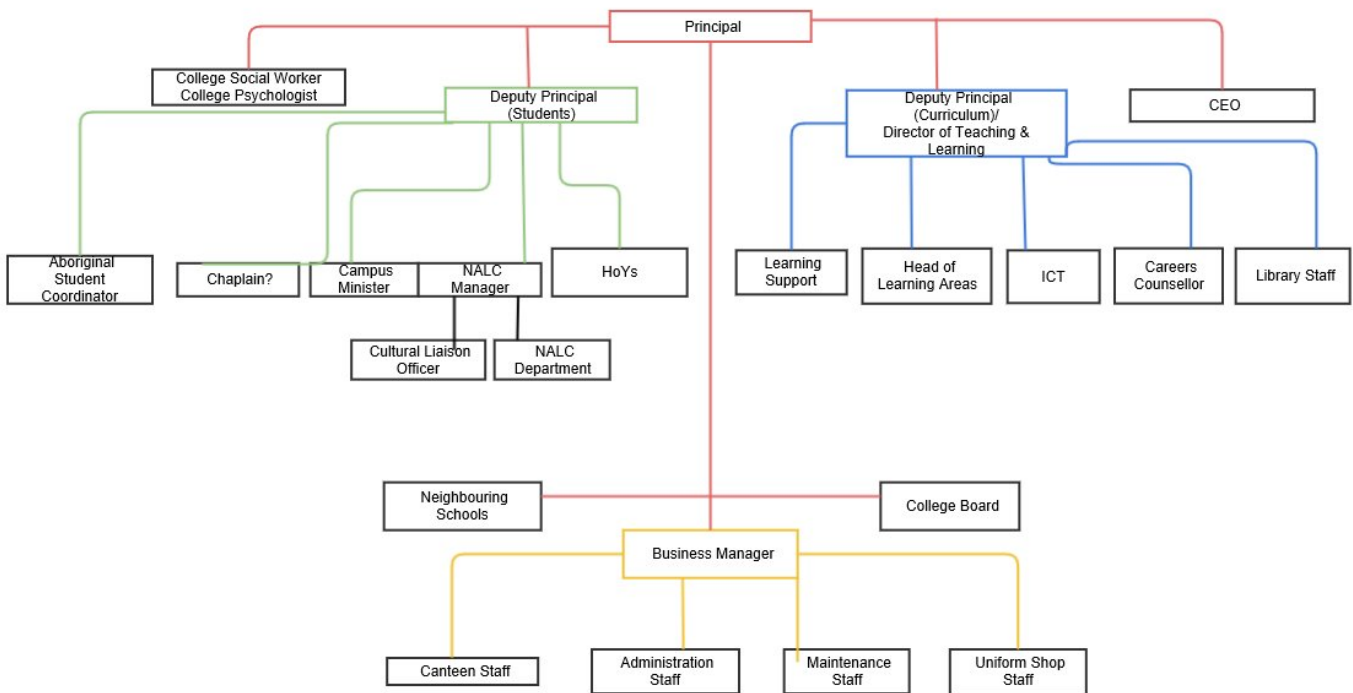
## CRISIS MANAGEMENT TEAM

POSITION	NAME
Principal	Declan Tanham
Vice Principal	Michael Williams
Deputy Principal	Sara Jennings
Chaplain	Fr Elias Kilzi
Campus Minister	Shannon Smith
College Social Worker	Peta Ralls
College Psychologist	Lisa Winnett
Dean of Students	Cam Hine
Dean of Students	Craig Rodgers
Dean of Students	Ben Grose
Aboriginal Student Coordinator	Maxine Brahim
Intensive English Centre	Kate Simeon

EMERGENCY NUMBERS	
Fire, Police, Ambulance	000
Non emergency requiring Police attendance	13 14 44
Leederville Police Station	9242 4171
Security	9240 4122
Lifeline (24 hour)	13 11 14
Crisis Care	9223 1111/1800 199 008
Sexual Assault Resource Centre (SARC)	9340 1828
Kids Help Line	1800 55 1800
Alcohol and Drug Information Service	9442 5000
Poison Information Service	13 11 26
Joondalup Hospital	9400 0400
Royal Perth Hospital	9224 2244
Sir Charles Gairdner Hospital	9346 3333
Princess Margaret Hospital	9340 8222

USEFUL CONTACT NUMBERS	
ACCESS Employee Assistance Program	1300 66 77 00
Aranmore Catholic Primary School	9444 9366
Aboriginal Students	9201 5201
Association for Services to Torture and Trauma Survivors (ASeTTs)	9227 2700
Centrecare	9325 6644
Youth Focus	6266 4333

## CRISIS MANAGEMENT TEAM TELEPHONE TREE



## IMPLEMENTATION OF ACTION PLAN

### IMMEDIATE ACTION

Actions not necessarily carried out sequentially

### CRISIS IDENTIFIED

- Information verified and all known information directed by suitable person to the Principal.
- Most Senior available Staff Member assesses situation and considers risk to staff and students. Deputy Principal (Students) or executes any necessary on-site emergency procedures or safety precautions.
- First Aid administered if required.
- Principal to call meeting of the Crisis Management Team as soon as possible who will review the situation, set priorities, allocate tasks/ responsibilities and coordinate an immediate response including communication.

### Police/Parent contact

- Principal or delegate of to liaise with emergency services in the event of death.
- Principal to inform Parent/Guardian of serious injury.

- Principal to inform Police of death and liaise with police regarding informing of parents. A member of staff, designated by the Principal and preferably known to the family, to accompany police and seek permission to provide appropriate information on the death to the school.
- Principal to notify Catholic Education Western Australia.
- Principal to ensure Critical and Emergency Incident Report (DES) is completed.

### **Critical incidents in non-government schools**

- circumstances that pose a critical risk to the health, safety or well-being of one or more students or staff. Should emergency services be called to the College this is deemed to be a 'critical incident';
- incidents requiring school closure, lockdown, or reduction of number of students or staff attending;
- death or life-threatening injury of a student or staff member at school, following an incident that occurred while being educated, or through a related school-based activity or circumstance;
- receipt of an allegation of child abuse, including but not limited to sexual abuse, against a student by a staff member or student or other person, whether the abuse is alleged to have occurred recently or in the past;
- issuing a formal warning to a staff member or ceasing the employment of a staff member for breach of the staff Code of Conduct suspected to be grooming behaviour.

### **Notification requirement**

Non-government school principals are required to notify the Director General of the Department of Education Services of any critical and/or emergency school incidents through Catholic Education Western Australia as soon as practicable and, in any event, within 48 hours of the incident. The Critical Incident Report Form will be completed by Catholic Education Western Australia and forwarded to [criticalincidents@des.wa.gov.au](mailto:criticalincidents@des.wa.gov.au).

### **ONSITE INCIDENT CONSIDERATIONS**

- Principal determines if the school will continue to operate.
- If students return to form classes with form teachers, Executive and Deans to staff room.
- Form teachers check absentee list and Deputy Principal (Students) follow up on absent students.
- Eyewitness and students most affected to meet in Student Services with College Psychologist and Social Worker, a record should be kept with the names of these students. (Appendix A)

## **OFFSITE INCIDENT CONSIDERATIONS**

- Offsite College events should have a risk management plan, which includes crisis management.
- Staff member in charge will attend to necessary emergency procedures and organise medical assistance if required.
- Staff member in charge should notify the Principal and advise of situation and action taken.
- Staff member in charge should record details of the incident as soon as possible.
- Principal to convene Crisis Management Team and decide on response
- If students and staff should be returned to College, the Deputy Principal (Students) will oversee transportation.

## **CRISIS MANAGEMENT TEAM INITIAL MEETING**

To be documented with the CMT record sheet (Appendix B)

- Allocate scribe for all meetings.
- Decide if the school will remain open and if not what arrangements for students and staff going home.
- Make arrangements for students/ siblings/ parents to be reunited.
- Principal contact family and/ or police. (in case of Death, Police will inform the family)
- Gain family/ police consent to release information.
- Appoint a family contact liaison person.
  
- Possible support offered by the College:
  - Home visits.
  - Sending flowers and sympathy card.
  - Death notice.
  - Practical support such as meals, transport of other children to and from school.
  - Consider fee remission or refund.
  
- Informing Staff
  - Staff briefing.
  - Outline arrangement for the day.
  - Review Reliefs to identify staff absent or off site that need to be informed.
  - Refer to Appendix C for guidelines when informing staff.
  
- Informing Students
  - Provide staff with a written statement.
  - Inform most affected students first.
  - Inform Year group affected.
  - If needed inform the other year groups.

- Review absentees for students who may not have been informed.
- Refer to Appendix D Guidelines regarding informing students.
  
- Informing Parents
  - Make contact with parents of students directly involved or most affected.
  - Send letter to all parents (Refer to Appendix E for sample letter to ensure careful consideration of correspondence).
  
- Informing College Community
  - Notify and Liaise with CEO if appropriate.
  - Liaise with other schools as appropriate.
  
- Administration issues
  - Delegate staff member to respond to telephone enquiries.
  - Instruction to administration staff regarding information disseminated (Appendix F).
  - Practical arrangements for routine operation of school.
  - Review SEQTA records and mailing lists and amend if required.
  
- Managing Media and Publicity
  - Discuss if/ how the media will be involved.
  - Prepare factual media statement.
  - Refer to Appendix G for guidelines on managing the media.
  
- Support and Intervention
  - Identify those students and staff members most involved and or most at risk.
  - Offer immediate care and support to those most affected (Appendix H).
  - Set up a support room for staff and students.
  - Send the inconsolable to the established support room or Student Services.
  - Make direct contact with most affected students' parents.
  - Make arrangements for parents who attend the College such as a recovery room.
  - Form teachers to inform students of referral process for counselling.
  - Refer to Appendix I for guidelines in the case of a suicide.
  - Consider Employee Assistance Program for staff.
  
- Funeral/ Memorial Considerations
  - Consider the wishes of the family in regard to the funeral.
  - Plan for liturgy/ mass at the College.
  - College plans for funeral attendance (students should attend with their parents).
  - College service for Year group.
  
- Other considerations
  - Refer to Occupational First Aid Officer in the case of a notifiable illness.

- Review
  - Crisis Management Team to meet again at the end of the day.

### **SHORT TERM ACTION**

- Return the school to normal routine.
- Conduct Parent meetings if required.
- Monitor student and staff absences.
- Review staff, student and community needs.
- Keep staff, students and community updated.
- Maintain records.
- Organise necessary relief/ extra staff to meet teaching, administration needs.
- Organise Relief teachers for funeral.
- Ensure support for the Crisis Management Team.
- Formal Debrief of Crisis Management Plan and response.

### **LONGER TERM ACTION**

- Monitor long term needs of staff and students.
- Ensure there is access to support.
- Establish a roster of students for hospital visits.
- Follow up contact with family/ families involved, to support, return personal items and discuss ongoing assistance provided.
- Acknowledge those who have supported College.
- Follow up condolence letters to family and thank you notes to all supporting emergency services and hospital staff.
- Keep a scrapbook of sympathy cards and condolences where the College community can view.
- Monitor media coverage.
- Provide additional support to staff and students involved in coronial inquest or police investigation.
- Refer staff who are concerned with legal liability to professional associations and CEO legal advisors.
- Alert teachers to be conscious of class content that may cause distress
- If suicide, address risk of contagion effect.
- Plan long term follow up for those students most affected/ at risk.
- Prepare for higher risk times such as Birthdays and Anniversaries.
- Decide and plan for any recognition of anniversary.
- Review Crisis Management Plan.
- Prepare for times of increased risk such as birthdays/ anniversaries.



## **ROLES AND RESPONSIBILITIES**

### **PRINCIPAL**

- Oversees the implementation of the crisis Management plan.
- Establishes facts of situation.
- Calls for the Crisis Management Team to meet to discuss facts and coordinate response.
- Chairs Crisis Management Team meeting and delegate tasks.
- Contacts family/families to offer support and advise of action taken by the College, obtains permission and parameters for the disclosure of information.
- Offers family support.
- Handle media enquiries.
- Prepares written statements for staff, students, parent/guardians in collaboration with College Psychologist, College Social Worker, Deputy Principal and relevant staff.
- Contact primary schools if necessary.
- Contacts Catholic Education Office.
- Liaises with Crisis Management Team regarding additional resources that may be required.
- Ensures staff have annual training on Crisis Management Plan.

### **DEPUTY PRINCIPAL (STUDENTS)**

- Arrange an emergency staff meeting at the earliest convenient time.
- For out of hours incident initiate telephone tree.
- Brief administration staff on how to manage incoming calls and enquiries. Provide written statement to use.
- Provide written statement to staff on providing information to students. Introduce College Social Worker and College Psychologist to discuss strategies on presenting information to students and how to manage likely reactions.
- Advise that there will be a short staff debriefing meeting at the end of the day.
- Identify any staff member significantly affected by the situation and make arrangements for relief.
- Liaise regularly with Principal.
- Organise any parent meetings required in collaboration with relevant Dean.
- Set date for review of Crisis Management Team one month after incident.

### **DEPUTY PRINCIPAL (CURRICULUM)**

- Make adjustments to period times to allow for students to be notified of incident in form classes in an orderly unrushed manner.
- In the situation of a deceased student arrange to have student officially withdrawn from College, ask staff to remove student's name from roll and class lists.
- Implement any emergency/ evacuation procedures.
- If needed liaise with emergency staff.
- Make arrangements for recovery room for student in need of more intensive support.

- Provide assistance to the Principal as required.
- Ensure security of College and prohibit access if required.
- Determine if outside security is required.
- If incident occurs off site organise emergency transport for staff and students if required.
- If applicable, Director of students should take care of a deceased staff members property in collaboration with the staff members line manager.

### **COLLEGE SOCIAL WORKER & PSYCHOLOGIST**

- Liaise with Principal.
- At initial staff briefing give instructions on how to present information and appropriate ways to respond to likely reactions. Provide handouts to staff with suggestions on how to handle reactions, signs of distress and grief. Provide answer for likely questions. Ask students to respect feelings/ privacy of those closely involved.
- Contact all students and staff identified as requiring support.
- Triage students most in need of assistance and support.
- Plan follow up assistance as needed.
- Record names of all students and staff accessing support.
- Keep on regular contact with Deputy Principal (Students), and Deans to assist with identification of students and staff who may be at risk.
- Provide information regarding possible reactions from staff and students.
- Manage support room if required, in consultation with Chaplain.
- Provide individual counseling.
- Consider group counselling – Silver Linings Program.
- Contact non-government School Psychology service if extra Psychologists are required.
- Liaise with external support agencies as required.
- Assist with future briefings.
- Keep accurate and adequate records.

### **CHAPLAIN**

- Attend crisis management team meeting.
- Subject to Crisis Management Plan the Chaplain may also
  - Visit family/ families involved.
  - Assist with funeral organisation.
  - Work with Campus Minister and other relevant staff to arrange whole school or Year group Masses/ Liturgies.
  - In consultation with Social Worker & Psychologist provide support to students and staff most immediately affected by the incident.

### **CAMPUS MINISTER**

- Assist with funeral organisation.

- Work with Campus Minister and other relevant staff to arrange whole school or Year group Masses/ Liturgies.

## **DEANS**

'Daily organiser' to provide relief for staff to enable them to go home if needed or attend briefing sessions.

- All Deans, be present and available to students in the yard during recess and lunch.
- As soon as possible, meet with immediate friends of the affected students. Students should be given the opportunity to talk about the incident either individual or as a group.
- Identify students who need referring to the College Social Worker and Psychologist and forward list of those students to them.
- Make direct contact with the parents of the most affected students.
- Monitor absentees for students with prolonged absences.
- Monitor student who chose to go home following the incident, if necessary, encourage them to return to school within one or two days to assist them in a return to routine to help the recovery process.
- If applicable the Dean should clear out the Student/s locker and gather any personal belongings.
- Monitor syllabus content and defer any sensitive topics.
- Note the date of the incident and be aware of future anniversaries.

## **RESPONSIBILITIES OF STAFF**

- Monitor students and refer distressed students to established support systems.
- Read statements to students as directed.
- Continue routine to maintain normality where possible.
- Explain support services available to students.





## **APPENDIX C**

### **INFORMING ALL STAFF AT A BRIEFING MEETING**

- Check attendance – staff absent should be briefed as soon as possible.
- Verify and restate factual information about the incident, so that staff can understand what has happened, (this is subsequent to consent from family and adhering to Police instructions and confidentiality).
- Information may include
  - Names of students directly involved and their Year group.
  - Name of staff directly involved.
  - Date, time and place of incident.
  - Name and Year group of any siblings attending the College directly affected.
- Discuss reactions they may have.
- Describe action the College has taken.
- Outline management strategy to be implemented, which may include:
  - Roles and responsibilities.
  - Discuss any changes to normal College operation.
  - Written statements to inform students.
  - Process for at risk students identified.
  - Strategy for accessing pastoral care and counselling.
  - Policy regarding Contact with Media.
  - Information handouts.
- Discuss procedures to be followed by staff during the day.
- Discuss guidelines for informing students and answering questions from students.
- Discuss action to communicate with parents and community.
- Provide teachers with a written summary for use as a reference when discussing the incident with students.
- Ensure staff have time to have their questions answered and to talk about the incident amongst themselves.

### **AT THE END OF THE DAY**

- Meet with staff to review the day, share the trauma of the day and identify students at risk.
- Reassure that the Crisis Management team is available to offer support and guidance.

## APPENDIX D

### INFORMING STUDENTS

- Obtain from family/ Police what information can be released
- Prepare a written statement to be used
- Brief teachers regarding informing student
- Identify teachers who are uncomfortable informing students and arrange for support from another teacher or member of the Crisis Management Team.
- Identify teachers too distressed to take classes and arrange replacement
- Inform students as soon as possible after informing staff
- Determine the forum that students will be informed about the incident either at a whole school assembly, by year levels or individual classes depending upon the nature of the incident
- Students who are close friends of any student involved in an incident should be identified and informed individually before other students. The parents of these students should also be contacted directly.
- In the case of a serious incident students will be informed in their form rooms to monitor students' reactions
- Teachers take a roll to record students who have been informed and identify those who are absent.
- Avoid speculation and rumours
- Inform students of supports available and location of pastoral support
- Inform students of any arrangements regarding memorial services and funeral
- Discuss appropriate ways to express condolences
- Ensure students have time to have their questions answered and to talk about the incident amongst themselves
- Inform students of the arrangements for the day
- Monitor students' reactions and refer to Dean, College Social Worker or College Psychologist if needed

## EXAMPLE OF STATEMENT FOR CLASS TEACHERS TO READ TO STUDENTS IN THE CASE OF A STUDENT DEATH

I have some sad news to tell you

The College has been informed that \_\_\_\_\_ passed away \_\_\_\_\_

Other information

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Other information you may wish to provide your students

- It is normal to feel upset even if you did not know \_\_\_\_\_. What you are feeling is grief.
- Grief is normal. You may need time to work through it. It will last for different times for different people, but it won't last forever.
- You might feel a whole range of feelings from sadness to anger.
- Be aware that while you are going through these feelings so will other. You might need to help each other.
- You may want to discuss how you are feeling with your parents or others whom you trust.
- There are people in the school who are available to help you such as the College Chaplain, College Social Worker, College Psychologist or your Dean.
- Way of accessing them are \_\_\_\_\_
- Support room in \_\_\_\_\_



# APPENDIX E

## CORRESPONDANCE TO PARENTS

Date

Letterhead

Dear Parents,

### INTRODUCTION

- State that you have some tragic or sad news to inform them

### THE FACTS

- The event
- Who was involved
- What happened
- Any Injuries or death

### WHAT HAS BEEN DONE

- Contact with the family
- Informed students
- The parents of significantly affected students contacted by telephone
- Support system in place
- Information sheets available on website

### WHAT THE COLLEGE PLANS TO DO

- As per Crisis Management Team's decision
- Confirm will provide further information when available and if needed

### HOW STUDENTS MAY REACT

- Common reactions
- Importance for routine

### SUPPORT AVAILABLE

- Dean
- Chaplain
- College Social Worker
- College Psychologist

### CLOSING SENTENCE

- This letter was written after consultation with the family
- Ask the College community to keep the family in their prayers

Yours Sincerely

Principal

## APPENDIX F

### INITIAL PREPARED STATEMENT FOR ADMINISTRATION STAFF DEALING WITH ENQUIRIES REGARDING A CRITICAL INCIDENT

**Please keep to the information provided below and give no other information unless advised otherwise:**

- There has been an unfortunate incident at the College
- Aranmore Catholic College has implemented its Emergency and Crisis Management Plan
- The Crisis Management Team are responding to the incident and addressing any issues or needs.
- You will be notified of any statements released by the Principal informing Parents and other relevant parties of the incident and what action the College has taken.
- That is all the information that has been provided at this time

Other relevant information:

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## APPENDIX G

### GUIDELINES FOR MEDIA CONTACT

It is important to be aware of the possibility of media involvement in a critical incident. The media can be helpful in providing information to families quickly and reducing the number of enquiries the College receives however insensitive media coverage may further traumatise victims through being repeatedly exposed to the event and information may be misrepresented.

- All communication with the media should go through the Principal.
- Confirm with Police whether the College is authorised to provide media comment.
- The Principal should refuse permission for the media to enter the College grounds so the focus can be on managing the incident and protecting the safety and privacy of the students.
- The principal should protect students from unwanted interviews with the media.
- The Principal should advise students of their responsibilities in regards to contact with the media and Parents should be given the same information
- Keep a record of media enquiries.
- It may be appropriate to issue a media release after the event in order to avoid unnecessary media attention.
- Be aware of increased media coverage due to anniversaries, court proceedings or similar incidents in the future.

If an interview occurs, the following guidelines should be used

- Comments should only be made after all parents whose children have been affected have been fully informed.
- Responses should be restricted to facts that are clearly known to be true.
- Describe how the College is dealing with the incident.
- Provide information such as that all students are safe, where parents can pick up their children and if the school will be closed.
- Do not speculate or give credence to unfounded theory.
- Do not speculate on issues of negligence or blame.
- Protect confidential information.
- Do not supply photographs.

## **APPENDIX H**

### **SUPPORT AND INTERVENTION**

#### **Common Initial responses to Trauma and Loss**

- Shock
- Numbness
- Disbelief
- Anger
- Sadness
- Guilt
- Despair
- Helplessness
- Loneliness
- Exhaustion
- Restlessness, sleeplessness and fatigue
- Bad dreams
- Flashbacks
- Anxiety
- Confusion
- Forgetfulness and inability to concentrate
- Dizziness, palpitations, shakes, difficulty breathing
- Headaches, neck and backaches
- Loss of appetite, nausea and diarrhea
- Social Withdrawal
- Crying.

These are all normal responses to a sudden or unexpected loss or trauma. Reaction may vary due to a number of variables such as:

- Personality
- Gender
- Culture
- Beliefs about death
- Experience
- Age and maturity
- Preparation
- Severity
- Control level
- Outcome

#### **Strategies to minimize impact on students and staff**

- Reunite students/ staff with families as soon as possible.

- Re-established College routine as soon as possible.
- Allow students to process their reactions and provide opportunities for students to discuss the incident.
- Monitor rumours.
- Keep parents informed.
- Educate and provide staff with skills to manage student's reactions.
- Support staff and encourage them to monitor their own wellbeing.
- Monitor staff for vicarious trauma.

### **Strategies for Staff to provide psychological first aid to reduce student distress**

- Listen.
- Reflect content and feelings.
- Show empathy and concern.
- Answer questions simply and directly, ask student to suggest an answer.
- Acknowledge the impact and significance of the event.
- Avoid "What if...?" or "I should have..." statements. If the student takes this line, bring the talk back to real events.
- Explore the problem.
- Identify strengths.
- Explore options for short term solutions.
- Assist in implementing solutions.
- Follow up.
- Refer on.

### **Subsequent strategies to assist students**

- Journal writing.
- Use photos.
- Sympathy cards.
- Create a memory box.
- Create a memorial.
- Organise a tribute or commemorative activity.
- Allocate an award in the name of the deceased.
- Collect and donate money to specific charities when a student has died from an illness.
- Implement grief and loss programs such as Rainbows Silver Linings and Spectrum Programs.

## **APPENDIX I**

### **MANAGING SUICIDE**

In addition to the strategies suggested in Appendix D and H the following considerations should be given in an incident where a suicide death occurs.

- Seek consent from Parents/ Police before releasing information.
- It is the responsibility of the Coroner to ascertain cause of death and should not be speculated on, even with parent permission, the word suicide itself should not be used.
- The means/method of death should NOT be given even when it is already known to some of the school community.
- Provide unambiguous information to staff and students which will dispel rumours.
- Do not glorify or romance the death or encourage others to do so.
- Emphasise that the person chose to commit suicide.
- Discourage students from apportioning or accepting blame.
- Reassure students that there is no right way to feel or react in these circumstances.
- Encourage students to talk to their parents.
- Provide information to students and parents about support services which are available through the school and the community.
- Be mindful of contagion/clustering influence in which one death by suicide can increase the likelihood of other suicides.
- Provide staff with information about warning signs and risk factors for student suicide.
- Monitor students to identify those who may need support—particularly those who show extreme reactions, are close to the dead person or are known to have had traumatic experiences of their own.
- Monitor anyone who seems particularly withdrawn.
- Monitor curriculum that may have reference to suicide.
- Provide opportunities to enhance the health and wellbeing of staff and students.
- Student expressing suicidal thoughts or threats, or self-harming behaviour should be taken seriously.
- Students identified at risk of suicide or self-harming behaviour should be appropriately assessed and supported.

**Aranmore Catholic College Leadership Structure**

