

## OTUMOETAI COLLEGE TRAUMA RESPONSE PLAN

### DAY 1

TASK	PERSON TO TAKE ACTION	BACKUP	PEOPLE CONTACTED	BACKUP
1. Principal notified	Unknown – Person notifying trauma		Principal	Deputy Principals
2. Trauma Response Team notified and meet	Principal Core trauma team must always include HOD Guidance, SLT responsible for Guidance & Principal's P.A.	Senior Deputy Principal (designated)	Student Services Personnel i.e. Guidance staff <ul style="list-style-type: none"> <li>• SLT</li> <li>• Deans as applicable</li> <li>• SLT Admin as applicable</li> <li>• Maori staff or leaders of Other ethnic groups</li> <li>• Form Teacher</li> <li>• Subject Teacher where Applicable.</li> </ul>	Health Nurse Health Worker SLT Team / SA In-class support Deans Other
2a. GSE Trauma Team contacted and invited to first meeting				
3. Confirm details of incident. Written details where possible.	Member of Trauma Response Team		Dependent on trauma  NB: No one other than Police notifies family of any death.	
4. Staff in Management Team and Receptionist / Principal's Secretary and BOT Chairperson notified	Deputy Principal (Designated)	Member of Trauma Response Team	Other Deputy Principal's / Senior Administrators	Applicable to others – HOD's
4a. Principal makes decision about appropriate school answer phone message. It may be better to turn answer phone off. People answering phones given same, consistent message as decided by Trauma team.				
5. Media spokesperson appointed	Principal	Deputy Principal (Designated)	Principal	Deputy Principal
6. Counsellor backup	Counsellors	Designated Deputy	Ongoing contact with GSE team as required.	SLT

organised		Principal		
7. Resource / support room established and staffed	Counsellors	Designated Deputy Principal	To establish: • Guidance Personnel To notify: • Trauma Response Team	SLT
8. Suitable person in school identified to liaise with family. Liaison with family of person and appropriate assistance discussed.	Ideally the Principal. In his / her absence appropriate SLT member.	SLT	Family / s	Other caregivers
9. All staff informed including detail of death / injury, what, how, when students are to be told. Staff to be supplied with a written statement. These are the only details to be released.	Principal	Designated Deputy Principal	Staff – those most closely concerned notified first • Form Teachers • Subject Teachers	
10. Close friends of victim and any young people unduly affected by event or who are thought to be at risk are identified.	Trauma Response Team Guidance staff.		• Senior Administrators • Deans / Form Teacher • Family • Relative • Friends	
11. Arrangements made for informing school friends and their families where appropriate. NB: Police advise family of death (school never has this role).	Trauma Response Team Note: Police advise family of death (school never has this role).		• Relatives at school • Friends	

12. Decision made as to informing rest of school (Keep to facts in written statement).	Trauma Response Team / Principal		Trauma team to subject classes Or Form Classes Or Form Level assemblies	
13. Students and staff made aware of support available.	Trauma Response Team Deans Form Teachers Subject Teachers			
14. Community informed	Principal	Designated Deputy Principal	School Community via newsletter Other schools – personal communication	
15. Extra funding / resources request to manage trauma	Principal	Designated Deputy Principal	GSE	

## DAY 2

TASK	PERSON TO TAKE ACTION	BACKUP	PEOPLE CONTACTED	BACKUP
1. Trauma team meeting. Identify wider circle of at risk students.	Trauma Response Team (TRT Co-ordinator)	Counsellors SLT	Trauma Response Team	
2. Identify staff associated with trauma victim / make contact Schedule debrief	TRT	Counsellors SLT	Affected staff	
3. Contact with family continued	Identified by TRT	Counsellors SLT	Family Representative	
4. Liaison for Funeral arrangements	Identified by TRT	Counsellors SLT	Family / Friends / Community personnel	
5. Support material compiled for students / community	TRT	SLT Counsellors	Office Staff	

6. Time out support remains available. Notification of follow-up meetings	TRT Counsellors	SLT	Community Resource people	GSE
7. Continued liaison with Community Trauma Response team	TRT Co-ordinator	SLT	GSE	Community Resource people
8. Crisis Services informed of student risk if needed	TRT	SLT	Police, CAMHS, Crisis Team	Crisis service GSE Trauma Response
9. Continued monitoring of at risk students	TRT	SLT	At risk students	Parents Extended family
10. Contact with other schools maintained	TRT	SLT	Counsellors / or other appropriate personnel	

### DAY 3

TASK	PERSON TO TAKE ACTION	BACKUP	PEOPLE CONTACTED	BACKUP
1. Trauma Team meeting(s) Continue monitoring at risk students / staff	TRT Co-ordinator TRT	Counsellors SLT	Trauma Team	
2. Contact with family	Identified Contact person	Counsellors SLT		Extended Family / Community
3. Identify students / teachers attending funeral	TRT	Counsellors SLT	People attending funeral	
4. Funeral arrangements	Identified contact people	Counsellors	Family Representative	

continue, confirmed with family		SLT		
5. Continued liaison with Community Response Team	TRT Co-ordinator	Counsellors		

#### DAY 4

TASK	PERSON TO TAKE ACTION	BACKUP	PEOPLE CONTACTED	BACKUP
1. Trauma team meeting	TRT Co-ordinator			
2. Funeral – support available for staff and students	TRT	Counsellors SLT	Staff / Students / Families	
3. Attend – Community Response Trauma team	TRT Co-ordinator	TRT		

#### DAY 5

TASK	PERSON TO TAKE ACTION	BACKUP	PEOPLE CONTACTED	BACKUP
1. Communication with community to inform of follow-up student/parent meetings	TRT	Counsellors SLT	Students/Parents/Community	
2. Trauma team meets – continued liaison with Community Trauma Team	TRT Co-ordinator	TRT		
3. Students identified that need further support/follow up	TRT	Counsellors SLT	Students / Families / Staff / Community Resources	

4. Total list of students affected by death compiled	TRT	Counsellors SLT		
5. Debrief meeting for students	TRT	Counsellors SLT	Community Resource People / Students / Families	
6. Debrief meeting for parents / community	TRT	Counsellors SLT		
7. On going monitoring of students	Counsellors	SLT	Students, Families, Staff	
8. Reporting back to staff continues	TRT Co-ordinator	TRT	Staff	
9. Debrief for staff scheduled	TRT Co-ordinator	TRT	Community Resource Personnel	GSE (Consider outside person for debrief)
10. Debrief for TRT / GSE				
11. Debrief with SLT scheduled	TRT Co-ordinator	TRT	SLT GSE / Community Personnel	
12. Outside referrals organised for students needing ongoing support	Counsellors		Outside Agencies	
13. Debrief for staff held	TRT Co-ordinator	Counsellors	Identified staff	
14. Debrief with SLT	TRT Co-ordinator	Counsellors	SLT	
15. Ongoing contact with family (consider memorial tree planting or appropriate memorial).				

## 12 WEEKS

TASK	PERSON TO TAKE ACTION	BACKUP	PEOPLE CONTACTED	BACKUP
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1. Letters distributed to students on list of those affected, offering individual interviews of follow-up assessment.	Counsellors		Identified students	
2. Individual interviews take place	Counsellors	GSE Community Resources		
3. On-going monitoring of students	Counsellors		Students / Families / Staff	

## ANNIVERSARY

TASK	PERSON TO TAKE ACTION	BACKUP	PEOPLE CONTACTED	BACKUP
1. Liaise with affected students to identify needs and offer – contact – follow-up meeting / food  Debrief	Counsellors		Identified students	
2. Liaise with family re anniversary arrangements	Counsellors	Deans / SLT	Family	
3. Follow up debrief meeting	Counsellors		Community Resource People	GSE