Critical Incident Policy Relating to International Students

Castle Hill High School’s Critical Incident Policy incorporates the Department’s Policy, Procedures and Emergency Management Guidelines and applies to all students. In the case of international students enrolled at the school, the following also applies:

|  |  |  |
| --- | --- | --- |
| **Incident** | **Action** | **Contact numbers** |
| **Any emergency involving international students including:*** Severe verbal or psychological aggression
* Death, serious injury or any threat of these
* Natural disaster
* Issues such as domestic violence, sexual assault, drug or alcohol abuse
 | * For students under 18 years, contact family in the home country and carer in Australia
* For students 18 years and older, contact the student’s family in their home country and their carer (if they have one) and emergency contact.
* **Notify DE International** of the emergency and actions taken by the school.
* Record on the student’s file all actions, interviews and conversations.
 | * Julie McLaren (Student Advisor DE International):

8293 6975* Elvia Cacciotti

(Senior Schools Advisor DE International):82936965 |
| **Missing students:*** Students who cannot be located or contacted and have been absent for 5 consecutive days
 | * Contact the student’s carer or emergency contact.
* Follow up with other students and friends to locate the student.
* Contact parents overseas
* Report the student as a missing person to police and obtain as **Event Number.**
* Notify DE International of this number.
* Notify DE International of the missing student and actions taken by the school: DE International will notify the Department of Immigration and Border Protection as required.
 | * Julie McLaren:

8293 6975* Elvia Cacciotti:

82936965* Castle Hill

 Local Area Police:9680 5399 |

NB: Any reports of emergencies/critical incidents should be copied for information or action as necessary to Elizabeth Webber, Chief Education Officer, DE International in addition to regular Department reporting requirements.