



Critical incident at offsite process

As the offsites do not have a member of the Admin team permanently on site there may be times when support is required. This flow chart provides guidance.

Emergency plans, medical plans, behaviour support plans and emergency cards are located in the classrooms to support staff in managing incidents at the offsite. These are located by the classroom door. All classrooms have phones.

Critical incidents include:

- 1. Medical emergencies**
- 2. Concern for staff or student safety**
- 3. Dysregulated behaviour** (If a child becomes dysregulated and is unable to co-regulate with a safe adult)
 - throwing toys/items (after 3 warnings and time away from the groups)
 - climbs furniture and endangers themselves (after staff have redirected)
 - physically engages with another child or adult (hitting, biting, kicking)
 - verbally disrupts the class

*****If staff or students are in danger call Admin immediately*****

If the environment is unsafe:
Relocate to the playground or another classroom.

If unable to call Admin:
Send an emergency card to class next door.
Staff from next door will

1. Attend classroom
2. Assess
3. Call admin

Call admin for assistance. Admin will attend the site.

Main site 9223 9900

Nicole	9223 9903	0422 518 343 (M-F)
Victoria	9223 9905	0403 899 995 (M-Th)
Martin	9223 9906	0407 644 726 (M-Th)
Brad	9223 9907	0419 905 213 (M-F)