SCHOOL ALERT PROTOCOLS FOR SCHOOLS AND REGIONS

CRITICAL INCIDENT

School manages critical incident and/or media onsite

Principal notifies Regional Director immediately

Principal provides an approved School alert to Regional Director or delegate on day of the critical incident

Principal can request regional support for managing the alert

Principal provides updates as required

Regional Director or delegate checks the alert to ensure:

- there is no personal information
- accuracy of the report
- to action any required regional response/s

Regional Director or delegate completes the alert or update with regional response/s

Regional Director approves the School alert

Regional Director or delegate emails alert or update to:

- school.alert@qed.qld.gov.au
- media@qed.qld.gov.au
- HR for staff related matters intake@qed.qld.gov.au

POTENTIAL INCIDENT

Principal is aware of an incident that could become critical and/or attract media interest

Principal notifies Regional Director immediately

Principal provides an approved School alert when requested by the Regional Director or when they believe the incident has escalated to critical

Principal can request regional support for managing the incident

Principal provides updates as requried

Regional Director or delegate checks the alert to ensure:

- there is no personal information
- accuracy of the report
- to action any required regional response/s

Regional Director or delegate completes the alert or update with regional response/s

Regional Director approves the School alert

Regional Director or delegate emails alert or update to:

- school.alert@qed.qld.gov.au
- media@qed.qld.gov.au
- HR for staff related matters intake@qed.qld.gov.au

MEDIA INVOLVEMENT

Media approaches the Principal regarding a critical incident or potential incident

Principal notifies Regional Director immediately

Principal provides an approved School Alert or update when media presence or interest intensifies or when requested by the Regional Director

Regional Director or delegate checks the alert or update And completes with regional response/s

Regional Director approves the school alert

Regional Director or delegate emails alert or update to:

- school.alert@qed.qld.gov.au
- media@qed.qld.gov.au
- HR for staff related matters intake@qed.qld.gov.au