Notifications & Qualifications

Policy Scope
This policy relates to the School Board of ACC Southlands Ltd.

Policy
The purpose of this policy is to ensure that the Principal and the School Board are fulfilling their notification obligations when required.

Critical Incidents
i. A critical incident is defined as:
   i. circumstances that pose a critical risk to the health, safety or well-being of one or more students or staff;
   ii. incidents requiring school closure, lockdown, or reduction of number of students or staff attending;
   iii. death, or life-threatening injury, of a student or staff member at school, or following an incident that occurred at the school or through a related school-based activity or circumstance.
ii. The Principal must report the critical incident must be reported within 48 hours of the incident occurring using the Online Incident Notification System (OINS)
iii. A critical incident must be reported to:
   i. Chairperson of the School Board of ACC Southlands Ltd
   ii. Minister for Education through DES
iv. The School Board must note the date and time the DES was notified in the relevant minutes.

Refer to the Emergency Management & Safety Policy for the management procedures for Critical Incidents.

Fit & Proper
i. All school board members of ACC Southlands Ltd must be “fit & proper persons”
ii. All school board members of ACC Southlands Ltd must submit to a National Police Check

Change of Board Membership
i. In the event that there is a change of board membership during a period of registration, the School Board must:
   i. Ensure that new board members are fit & proper and that they have applied for a National Police Check
   ii. Notify DES of the changes

Policy Review
On change of legislation or at the discretion of the School Board of ACC Southlands Ltd.

Policy Version
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