



New South Wales Combined Independent Schools Sports Council

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Attachment C

1.0 Rationale

NSWCISSC recognises the need to prepare for and respond to critical incidents that may occur at CIS Events or where students are representing NSWCISSC (CIS) at the State or National Level to ensure the well being of both students, staff and our community.

2.0 Definitions Critical

Incident A critical incident is an event which either impacts significantly on students, staff or spectators exposing them to significant injury, danger, or risk. Critical incidents include the following:

- Injuries or medical emergencies requiring medical treatment, ambulance, or hospitalisation
- Serious injury or death
- Allegation of or actual physical or sexual assault
- Use of banned substances e.g. alcohol, drugs
- Fires/Bomb Scares

CIS Events

CIS Events vary widely in nature and scope from small selection trials with 10 - 20 students attending to major events with up to 5000 attendees including staff, competitors, and spectators. Student competitors and CIS staff can come from independent schools across the state and events are held at a variety of school and community-based facilities depending on the sport.

CIS Teams

CIS Teams

- i. are selected at CIS Events and will compete at either a NSWPSA or NSW All Schools Championship.
- ii. CIS Teams can range in size from 10 to 250
- iii. CIS Teams may be involved in trainings prior to competing and will be under the care of the appointed CIS Team Coach and/or CIS Team Manager.

3.0 Purpose

The purpose of the CIS' Critical Incident Policy is to provide guidelines for CIS staff, convenors, coaches and managers and teaches that are responsible for the conduct of CIS Events and the care of CIS Teams with guidelines and procedures for dealing with critical incidents. The implementation of these best practice principles in prevention, preparation for and responding to critical incidents aims to minimise the impact on all those involved.



4.0 Preparation

4.1 CIS Events

In order to minimise the risk of a critical incident occurring

CIS Convenors are to:

- i. Following appointment ensure their First Aid qualifications are maintained and current for the event.
- ii. Complete a risk assessment of the venue/event and forward to CIS at least 2 weeks prior to the event.
- iii. Ensure they are familiar with emergency procedures relating to the facility/venue the event is being held at.
- iv. Ensure they are aware of CIS procedures in relation to critical incident management.

CIS Secretariat

- i. To load completed risk assessments on the CIS website, accessible on the relevant event page.
- ii. Ensure associations and member schools are aware of where the Risk Assessment can be accessed, read or downloaded in order to complete their risk assessment obligations.

4.2 CIS Teams

In order to minimise the risk of a critical incident occurring CIS Coaches, Managers and staff appointed to the team are to:

- i. Provide a teachers' "duty of care" to all team members, as they would to students at their own school.
- ii. Complete a risk assessment for all CIS team activities where students are under their care.
- iii. Ensure that whilst competing at an event the well-being and safety of team members is paramount.

In order to minimise the risk of a critical incident occurring CIS Staff (Sports Administration Officers) to ensure the PSSA / NSW All Schools Event has been appropriately risk assessed.

5.0 Procedures

When an incident occurs, all CIS Staff/Workers are required to take immediate appropriate action to provide emergency care and first aid to anyone injured and contact emergency services if required.

Appropriate responses may include one or more of the following:

- immediate provision of first aid
- contacting emergency services (triple zero, 000)
- securing the area to keep the site safe, to prevent further incident or injury and to adhere to any non-disturbance requirements for a notifiable incident under the Work Health and Safety Act 2011
- Following emergency procedure instructions of the venue/facility
- cooperating with emergency services
- notifying the incident to the CIS Chief Executive Officer
- maintaining a record of decisions made and actions taken



6.0 Reporting An Incident

Following the occurrence of a critical incident and the immediate provision of first aid and appropriate action to ensure the safety of those involved or at the event, the following steps should be taken by the CIS Convenor / CIS Team manager

- contact the team manager in charge of a student that may be injured and parents if at the event
- notify the CEO or Senior Sports Administration officer
- Complete the CIS Critical Incident/Accident Report Form • Attach a witness statement if possible.

6.1 CIS CEO/Sports Administration Officer to:

- i. Notify the principal of the student's school of the incident and the immediate steps that have been undertaken to ensure the well-being of the student/s.
- ii. Where the parent/guardian is not at the event, make contact.
- iii. Ensure all staff involved in the incident are supported iv. Inform board members of the critical incident.
- iv. Follow up as appropriate with school and family.