

# CRITICAL INCIDENT POLICY

<b>Document Name</b>	ACAP_1_A_POL_Critical Incident Policy	
<b>Date of Next Review</b>	03/04/2020	
<b>Approved by</b>	Academic Board	03/04/2019
<b>Responsible Person</b>	Dean	
<b>Related Documents</b>	Critical Incident Procedure; Non-academic Misconduct Policy; Grievances, Complaints and Appeals Policy and Procedure; Student Code of Conduct; Student Welfare and Support Policy; Records Management Policy; Navitas Privacy Policy.	
<b>References and Legislation</b>	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Vocational Education and Training Regulator Act 2011; Migration Act 1958 (Cth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; the Higher Education Support Act 2003 (Cth); Privacy Act 1988 (Cth)	

## 1. Purpose

The purpose of this Policy is to provide the College guidance in managing critical incidents both off and on campus ensuring the College meets its duty of care in related to any events that may occur affecting its staff and students.

## 2. Scope

This Policy applies to all staff and students at the Australian College of Applied Psychology.

## 3. Definitions

Term	Definition
<i>College</i>	The Australian College of Applied Psychology (ACAP).

## 4. Policy

A critical incident occurs when a person experiences or witnesses a sudden event that has the potential to harm life or wellbeing. Examples of these incidents could be an injury, death, assault or destruction, loss of property, shut down or any other disruption of business operations that has the potential to adversely affect the safety or welfare of staff and students either on or off campus.

All staff has the responsibility to report a major critical incident to Campus Manager or their nominee as early as possible in order to mitigate the adverse effect on affected parties.

The College has procedures in place to manage critical incidents effectively and compassionately. The response to the incident will depend on severity of the incident and whether it affects one person or a group of people. Any effect on business continuity will be managed by the relevant Campus Manager or their nominee.

If the critical incident is affecting a group of people a Critical Incident Management Team (CIMT) will be established either on campus if the incident affects only one location or nationally as required.

A campus CIMT will be chaired by the relevant Campus Manager.

A national CIMT will be chaired by the Dean or their nominee.

The College will keep appropriate records of all major critical incidents and any recommendations identified during the handling of incident will followed up on by responsible parties, in accordance with the Records Management Policy.

At all times privacy is respected in accordance with the Navitas Privacy Policy, and any matter concerning individuals is handled in accordance with the religious and cultural beliefs of the affected person/s.

**5. Document Management Control**

Date	Summary of Changes	Author
11 March 2019	New document	Dean
03 April 2019	Policy Approved	Academic Board