

# Doonside Public School

## ***Action Policy in Response to Violence, Threats, Intimidation against staff***

To be coordinated by the Principal or Executive.

1. We support staff to seek medical attention, family member contacted and offer an accompanying support staff member.
2. Ensure student or other threatening person leaves the premises under suspension or other guideline and with parent contact.
3. Support staff member to commence work cover & ring 1800 811 523, between Admin staff, staff member and relevant doctor.
4. Record brief incident reports from relevant staff and student.
5. Email/fax/phone incident reports to Area Director, Student services Co-ordinator and Staff welfare officer i.e. Jo Marshall, Maria Spindler and Leah Pollet.
6. Notify Safety and security Unit 95618356, fax 95611261
7. Implications for WHS
8. Ensure medical sign off for Work cover Notification.
9. Negotiate student re-entry to school from suspension OR student exclusion from school OR alternative processes as appropriate and in negotiation with parents and area office staff.
10. Review these procedures after every major incident for possible fine tuning

*NB. Additional options for staff to investigate for themselves will include EAP's support for counselling. Phone - 92995299.*

*Police reports where appropriate and NSWTF support for members. Phone - 92172323*