**CRITICAL INCIDENT REPORT**

*Forward promptly to District Office and School Care.*

Email: schoolcareDECD@sa.gov.au or Fax 8463 6620 or Phone 8463 6568

**PLEASE PRINT CLEARLY**

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<tr>
<td><strong>1</strong></td>
<td><strong>District Director:</strong></td>
<td><strong>District No:</strong></td>
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<td><strong>School / Pre- School:</strong></td>
<td><strong>Site No.</strong></td>
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<td><strong>2</strong></td>
<td><strong>Principal / Director:</strong></td>
<td><strong>Telephone:</strong></td>
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<td><strong>Date of Incident:</strong></td>
<td><strong>Time of Incident:</strong></td>
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**Affected Person (s)**

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<tbody>
<tr>
<td>Student</td>
<td>Parent / caregiver</td>
<td>Teacher</td>
</tr>
<tr>
<td>Support Staff</td>
<td>Manager - supervisory role other than site manager</td>
<td>Director District / Corporate</td>
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<tr>
<td>Parent / caregiver / volunteers, school / pre-school community members</td>
<td>Other</td>
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**Type of Incident**

- Media – Newspapers, TV / Radio. Describe extent of coverage or likely coverage
- Parent Issue
- Major disruption to school routine – include likely duration of disruption
- Disaster – eg natural, (fire/flood) physical, (gas leak, burst water main)
- Drugs
- Problematic Sexual Behaviour
- Serious medical / injury / health emergency
- Intruders - ex students, paedophiles/stalker, breaker
- Police – state action taken or likely by Police – attendance, notified by phone, advice sought.
- Weapons – describe weapons and method of use (or carried)
- Actual physical violence
- Threat of physical violence
- Verbal abuse
- Other

**Action Taken**

- Media management / assistance
- District office
- State Office
- Additional Staffing
- Social Worker
- Security
- Health and Safety Services
- School Care
- Other
- Police Advice
- None

**Clear concise description of the Incident**

*If insufficient space is provided on this form, please attach additional sheet*

**5**

6 **Reported by:**

**Director**

Central Coordination

(Comments)