

Critical Incidents Policy and procedure

In general terms, a critical incident is a traumatic event which does or is likely to cause extreme physical and/or emotional distress to staff or students and may be regarded as outside the normal range of experience experienced by the people affected. A critical incident may take place either on or off campus.

Example of a Critical Incident are as follows:

- Natural disasters e.g. fires, floods, people made emergencies e.g. chemical spills, industrial accidents etc.
- Accidents at worksite or on excursions.
- Serious illness or death of students, staff, family or community members.
- Threats, assaults, violent incidents, abduction etc.
- Violent event in the community, world events.
- Other incidents or an emergency which produces strong reaction.

As part of the orientation program all students and staff are given a document outlining procedures to follow in the event of an emergency and also a floor plan of the building identifying the location of the fire exits.

For details of this policy, please read the policy in separate folder.

Privacy and Confidentiality of Student Information

TACIS is committed to the privacy and confidentiality of student information. TACIS will only collect personal information that is required to meet its professional and legal obligations as a Registered Training Organisation (RTO). TACIS is committed to complying with Australia's National Privacy Principles under the Privacy Act 1998.