

## Pre-Service Teachers Guide for Responding to School Incidents During Professional Experience

School placements are valuable learning experiences, but sometimes, major incidents can occur. This guide outlines the steps you should take if you witness or are involved in any school incident during your placement.

### Step 1 - Ensure Your Safety

- The most important thing is your safety and the safety of others. Follow the school's emergency protocols.
- If unsure, prioritise getting yourself and your students to a safe location and follow the instructions of school personnel.

### Step 2 - Report the Incident to Your Mentor Teacher *(Skip this step if a whole school incident. Go straight to Step 3)*

- Once the immediate danger has passed, inform your mentor teacher about the incident as soon as possible.
- Briefly explain what happened and your role in the situation.
- Complete a site Incident Report and have it signed by a witness.

### Step 3 – Contact the University

- In addition to informing your mentor teacher, it is crucial to contact your Unit Coordinator or Professional Experience Team Leader so they are aware of the incident and can help ensure your safety.
- They will provide further guidance and support specific to your needs and the University's protocols.

### Step 4 - Seek Support

- Major incidents can be stressful. Reflect on your experience and how you responded.
- Discuss the incident with your Unit Coordinator or Professional Experience Team Leader. They can offer guidance and support to help you process the experience.

### Remember

- Your safety and the safety of others are paramount.
- Your Unit Coordinator is there to support you during your placement.
- Do not hesitate to reach out for support if you need it.

### Contacts

- Your Unit Coordinator
- Professional Experience Team Leader - Sandy Fraser, 0417 358 985 (s.fraser@ecu.edu.au)