



AISA PROTOCOL FOR ACCESSING COUNSELLING SUPPORT & TRAUMA FUNDS

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ASSOCIATION OF INTERNATIONAL SCHOOLS IN AFRICA
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1. Background

As part of its responsibilities to students and the greater community, AISA, in partnership with individual member schools, will help ensure that learning environments at AISA member schools are emotionally and physically safe for children and young people.

The Association is available to work closely with its member schools to manage a traumatic incident and to reduce the possibility of further harm by assisting the affected school to continue its day-to-day operations, providing counselling support and training opportunities for staff to develop a school-based Traumatic Incident Plan. For this purpose, AISA has created a fund for member schools who suffer a traumatic incident who may need specialized assistance after a traumatic event occurs.

Traumatic incidents in AISA schools can be broadly defined as events that:

- cause sudden and/or significant disruption to the operation or effective operation of a school and/or community
- have the potential to affect a large number of children, young people and/or staff
- create significant dangers or risks to the physical and emotional well-being of children, young people or persons within a community
- attract media attention or a public profile for the school as a result of these incidents.

Each AISA member schools is encouraged to develop a school-based Traumatic Incident Plan. AISA will facilitate this by:

- running regular Traumatic Incident Response Plan workshops to enhance the capacity of schools to develop Traumatic Incident Response Plans and Teams.
- encouraging regular review of the Traumatic Incident Response Plan by staff who have been designated as part of the traumatic incidence response team at the school.
- encouraging schools to ensure all staff are familiar with the response action plan and know what to do in the event of a traumatic incident.

In an unforeseen circumstance where a school suffers a tragic event, sections 2–5 of this document outline the protocol of how a member school can access the AISA Counselling and Trauma Funds.

2. Who Qualifies?

- Available to a school that has experienced a tragic event that is likely to disturb learning in the community.
- Available to all AISA school members (i.e. Full Member Schools and Affiliate Member schools)
- Active member of AISA (i.e. Membership dues for the school are current)



3. What Support Does AISA Provide?

- AISA's support to the school will be to assist the school to identify and support external trauma counsellor's the school can work with
- The school director will work with AISA Executive Director to develop the TOR required for the Trauma counsellor to work with the school
- AISA will pay the airfare, visa, vaccination cost, accommodation and any other international travel related expenses for the counsellor's visit to the school
- AISA will contribute to the consultancy fees for the counsellor's first visit to work with the school
- The school will cover onsite costs related to the counsellor such as to and fro pickup from the hotel to the school
- Any additional cost for work done by the consultant outside the scope of the TOR will be borne by the school
- AISA will commit up to a maximum of US\$7,500 per school per occurrence

4. What is the School's Role?

- Identify the crisis in the school
- Contact AISA Executive Director, Dr Peter Bateman, pbateman@aisa.or.ke
- Give pertinent facts regarding any individuals or services that have been called for e.g rescue squad, police, insurance, etc
- Nominate a designated contact person at the school
- Develop a plan with the Executive Director on how and when AISA can provide counselling services to the school
- Contact the AISA Executive Director to activate this service within 12 months of the incident

5. What Tragic Events Does the AISA Counselling and Trauma Fund Cover?

Traumatic events involving a school can occur on campus or away from the school itself. In both cases, the crisis may involve loss and trauma with the potential to impact on the student community, their families, and staff alike. The following are examples of a traumatic incident, but are not limited to these examples:

- Violent assaults
- Tragic deaths or suicide
- Natural disasters
- Chemical accidents
- Terrorist attacks
- Civil unrest
- Other traumatic events that impact on the school community.