

Critical Incident Policy

Introduction:

In Glencastle N.S. we aim to protect the wellbeing of our pupils and staff by providing a safe, tolerant and well catered for environment.

The BOM through the principal and the staff have drawn up a critical incident management plan. They have established a Critical Incident Management Team to steer the development and implementation of the plan.

What is a critical incident?

In a school context, NEPS suggests the following definition: A critical incident is any incident or sequence of events which overwhelms the normal coping mechanisms of the school. Examples:

- Death, major illness/ outbreaks of disease
- Major accidents, serious injury (e.g. Bus/car Crash)
- Suicide
- Fire, natural and technological disaster (e.g. school ceiling collapsing)
- Disappearance of student from school or home

Critical Incident Management Team:

Leadership Role: Catherine McIntyre (Principal)

Communication Role: Rosaleen Ruddy (Deputy Principal)

Student Liaison / Counselling Role: Lisa Carolan

Chaplaincy Role: Fr Michael Reilly

B.O.M. Rep: Tom McAndrew

The first named person has the responsibility as defined.

The second named person assists and only assumes responsibility on the absence of the first named.

Team Leadership Role:

Intervention

- Confirms the event
- Alerts Team Members to the crisis and coordinates tasks of the team.
- Liaise with Gardaí – ensures information about deaths or other is checked out for accuracy before being shared
- Liaises with the B. O. M; DES; NEPS; SEC
- Decide how news will be communicated to different groups (staff, pupils, parents)
- Lead briefing meetings for staff on the facts known, give staff members opportunity to express their feelings and ask questions. Outline routine for the day.
- Liaises with the bereaved family/ Expresses sympathy. Discuss involvement of school in e.g. funeral service
- Clarify facts surrounding the event.

Postvention

- Ensure provision of ongoing support to staff and students
- Facilitate any appropriate memorial events & involve family if appropriate.
- Offer to link family with community support groups
- Review Plan

Communication Role:

Intervention

- With team, prepare a public statement (See Folder for examples)
- Ensure telephone lines are free for outgoing and important incoming calls.
- Designate phone numbers for contact (see folder)
- Liaise with outside support agencies.

Postvention:

- Review and evaluate effectiveness of communication response.

Student Liaison / Counselling Role:

Intervention

- Advise staff on the procedures for identification of vulnerable pupils (see folder)
- Alert staff to vulnerable students (appropriately)
- Provide materials for staff & students (see folder)
- Address immediate needs of staff
- Outline specific services available in the school
- Keep records of students seen by external agency staff
- Seek parental consent for a child to be seen in a group or individually by a NEPS psychologist. (See Folder)

Postvention

- Provide ongoing support to vulnerable students
- Monitor class most affected
- Refer as appropriate

Chaplaincy Role:

Intervention

- Visit Home(s) if appropriate
- Assist with prayer services
- Make contact with other local clergy
- Be available as personal and spiritual support to staff

Postvention

- Provide follow – up support to families in conjunction with Home School Community Liaison
- Work in partnership with Critical Incident Team
- Review and evaluate plan with team.

Scoil Mhuire Gleann a' Chaisil

Short Term Actions – Day 1

Task	Name
Gather accurate information – Liaise with Gardaí	Leader
Immediate contact with family to express sympathy	Leader
Convene a CIMT meeting	Leader
Contact external agencies (See List)	Communication Role
Arrange supervision for students	Leader
Hold staff meeting	Leader/All staff
Agree schedule for day (Normal if possible)	Leader
Inform students (Appropriately)	Leader/ SLP
Compile a list of vulnerable students	SLP
Take note of absentees who may need to be contacted. Give to SLP.	Class Teacher
Arrange a home visit by 2 staff reps within 24 hours if appropriate.	Principal/SLP/Teacher
Prepare and agree media statement if necessary(See Folder)	Communication Role
Inform Parents (See Folder for letters & FAQ's)	Communication Role
Hold end of day staff meeting	Leader/ All staff

Medium Term Actions – Day 2 and following days

Task	Name
Convene CIMT meeting to review day 1	Leader
Meet external agencies & arrange individual or group debriefing or support meetings	Communication Role
Seek parental consent for support groups	SLP
Meet Whole staff	Leader/ All staff
Arrange support for students, staff, parents	SLP
Visit the family	Principal/ SLP/ Teacher
Liaise with bereaved regarding funeral arrangements	Leader
Agree on attendance and participation at funeral service	Leader
Make decisions about school closure	BOM
Facilitation of student/ staff responses eg. Flowers	BOM
Plan for reintegration of student/staff (Close relative)	SLP

Long Term Actions

Task	Name
Monitor students for signs of continuing distress – See Folder	Class Teacher/ SLP
Liaise with agencies regarding referrals	SLP/ Communicator
Plan for return of bereaved student/ staff	Leader/ All staff
Review response to incident and amend plan	CIMT
Decide on memorials/ anniversary (Consult with family)	Principal/ SLP
If affected pupil/ class transfer new school, inform principal	Principal

Implication / Ratification and Review

This policy has been updated in October 2017. It will be reviewed again in light of a critical incident or in October 2019.

Signed: _____ **Date:** _____
Chairperson

Signed: _____ **Date:** _____
Principal