

Critical Incident Policy - Scoil Naomh Buithe, Tenure

1. Introduction

Scoil Naomh Buithe aims to protect the well being of its students by providing a safe and nurturing environment at all times as stated in the School Ethos.

The school has taken a number of measures to create a coping, supportive and caring ethos in the school. The school has also formulated a number of policies and procedures to be followed with a view to ensuring the physical and psychological safety of both staff and students during the normal course of the school day and in the event of a critical incident.

Such policies would include

☐☐Healthy Eating Policy

☐☐Anti Bullying Policy

☐☐Code of Behaviour

☐☐S.P.H.E Programme

2. Definition of Critical Incident:

We define a critical incident to be “an incident or sequence of events that overwhelms the normal coping mechanisms of the school, and disrupts the normal running of the school”.

Critical incidents may involve students, staff, the school or the local community.

Examples of a critical incident might be;

☐☐The death of a member of the school community, through sudden death, accident, suicide or terminal illness

☐☐A serious accident or tragedy in the school community

☐☐Serious damage to the school through fire, flooding vandalism etc.

☐☐The disappearance of a member of the school community

☐☐A physical attack on a staff member or student

☐☐ Intrusion into the school.

3. Aim of Plan:

The aim of the Critical Incident Plan is that in the event of such an incident as outlined above, the plan will help staff and management to react quickly and effectively and to maintain control of the situation. The plan will also help the school to return to normality as soon as possible and limit the affects of the incident on staff and students.

4. Critical Incident Management Team:

We have set up a Critical Incident Management Team consisting of the following personnel.

The Principal: Mary Conneely

The Deputy Principal: Anne Phillips

Resource Teacher: Theresa Woods

The School Secretary: Dorothy McQuillan

The School Chaplain: Father Michael Hickey.

The Critical Incident Management Team may co-opt other members of staff to assist them, should they deem it necessary.

The Principal will act as Team Leader or in her absence the Deputy Principal.

5.Roles and Responsibilities

Role of Team Leader.

1. Leadership Roles

Intervention

- Confirm event and clarify facts
- The team leader alerts team members to the crisis and convenes a meeting of the team
- Co-ordinates/delegates tasks of the other team members.

- Briefing and advising the staff and noting their feelings and concerns
- Liaises with The Board of Management, the Department of Education and Science etc.
- Meeting students to brief them on the situation
- Liaising with bereaved families or families closely associated with the incident
- Consult with same re involvement of school in e.g. funeral service
- Keeping staff updated on information/developments/progress

Postvention

- Ensure provision of ongoing support to staff and students
- Facilitate any appropriate memorial events
- Review Plan

2. Communication Role

Intervention

- With team prepare a public statement, and decide how news will be communicated to different groups
- Address media if appropriate
- Preparation of an "Incident Room"
- Liaising with relevant external agencies for support or referrals

Postvention

Review and evaluate effectiveness of communication response

5. Delegated Responsibilities:

1. Deputy Principal

- Act as team leader in the absence of Principal
- Organize the supervision of students in the school
- Take care of "Vulnerable students/vulnerable teachers"

2. Secretary: Contacting emergency support services

3. Resource Teacher: Deputy Principal's Classes. Other duties as deemed necessary.

4. Chaplaincy Role

Intervention

- Visit homes if appropriate
- Assist with prayer services
- Be available as spiritual support to staff

Postvention

Provide follow up support to families

Review and evaluate plan

6. Record Keeping: All team members will keep written records of phone calls, letters, meetings interventions etc.

7. Confidentiality:

The school is conscious of its responsibility to protect the privacy and good name of people involved in any incident and will be sensitive to the consequences of any public statements.

CRITICAL INCIDENT MANAGEMENT PLAN for Scoil Naomh Buithe.

MANAGEMENT TEAM

- School Principal: Mary Conneely.
- School Deputy Principal: Anne Phillips.
- Teacher: Theresa Woods
- School Secretary: Dorothy McQuillan
- School Chaplain Fr. Michael Hickey

EMERGENCY CONTACT NUMBERS

GARDAI: Collon 9826102, Ardee 6853222, 6871137

Drogheda 9874200, 9874216, Dunleer 6851202

AMBULANCE 999

HOSPITAL 9837601

PRESBYTERY 086 867 0057

FIRE BRIGADE 999

D.E.S. 0906442700

N.E.P.S PSYCHOLOGIST 0419876940

SHORT TERM ACTIONS AND ROLES ASSIGNED

Day 1

- Take whatever action possible to make situation safe and avoid further damage.
- Contact emergency services if necessary
- Make contact with Families
- Alert team
- Gather accurate information.
 1. What happened, where and when?
 2. What is the extent of the injuries?
 3. How many are involved and what are their names?
 4. Is there a risk of further injury?
- Make contact with families
- Convene a meeting of C.I.T.
- Prepare a brief statement ensuring privacy.
- Organize timetable for the day
- Arrange supervision of students.
- Hold staff meetings
- Inform students

- Contact staff/affected students who may be absent
- Arrange a home visit by two members of staff within 24 hours
- Contact appropriate agencies.
- 1 Emergency service
- 2 Medical Services
- 3 Board of Management
- 4 DES

Rooms will be made available as follows:

Incident Room: Principal's Office

Quiet Room for Students: New prefab Resource room

Quiet Room for Teachers: Ms Woods' Room

MEDIUM TERM ACTIONS 24 - 72 HOURS

- Reconvene CIT
- Review the events of the first 24 hours
- Decide arrangements for support meetings for parents/students/staff
- Decide on feedback from teachers on vulnerable students
- Preparation of staff/students attending funeral
- Involvement of staff/students in liturgy if agreed by bereaved family
- Facilitation of student/teacher responses Sympathy cards, flowers, book of condolences etc
- Plans visits to the injured
- School Closure if appropriate. Request decision on this from BOM

BEYOND 72 HOURS.

- Monitor students and staff for continuing signs of stress.
- Evaluate response to incident and amend critical incident plan appropriately.
- Decide on appropriate way to deal with anniversaries

SAMPLE LETTER TO PARENTS/GUARDIANS

Dear Parents/Guardians

**The school has experienced (the sudden death/injury) to one of our students/staff. We are deeply saddened by this death/injury
(Brief details of the incident, and in the case of death, perhaps some positive remembrances of persons lost)**

We have support structures in place to help your child cope with this tragedy. (Elaborate)

It is possible that your child may have some feelings that he/she may like to discuss with you. You can help your child by taking time to listen to him/her and encouraging him/her to express his/her feelings. It is important to give truthful information that is appropriate to his/her age.

If you would like any advice or support you may contact the following people at school (Details)

Sample letter requesting consent for Involvement of Outside Professionals.

Dear Parents/Guardians,

Following the recent (tragedy/ death of x) we have arranged specialist support for students in the school who need particular help. (X) is available to help us with this work. The support will usually consist of talking to children either in small groups or on a one to one basis, and offering reassurance and advice as appropriate.

Your child has been identified as one of the students who would benefit from meeting with (X). If you would like your child to receive this support, please sign the attached permission slip and return it to the school by If you would like further information on the above or if you would like to talk to the psychologist, please indicate this on the slip, or contact the school.

Principal.

I/We consent to having our child meet with

I understand that my child may meet x in an individual or group session, depending on the arrangements that are thought most appropriate.

Name of Student: _____.

Class: _____

Date of Birth: _____.

Signed: _____

(Parents /Guardians)

USEFUL CONTACT NUMBERS.

BARNARDOS 01 450355

THE SAMARITANS 1850 609090

CHILDLINE 1800 666666

PARENTLINE 1890 927277

AWARE 01 6766166 1890 303302

NATIONAL SUICIDE BEREAVEMENT SUPPORT

RAINBOWS 01 4734175

BEREAVEMENT COUNSELLING SERVICE 01 8391766

BEREAVEMENT COUNSELLING 01 6767727