

**Critical incident policy**

“A critical incident is any incident or sequence of events which overwhelms the normal coping mechanism of the school and disrupts the running of the school “ for example.

* Death of a member of the school community through sudden death, accident
* A physical attack on staff member(s) or pupil(s)
* An intrusion into the school
* Serious damage to the school through fire, vandalism or flooding
* The disappearance of a member of the school community
* An accident involving members of the school community
* A tragedy in the wider community

The aim of this policy is to manage a critical incident to the best of our ability

**Critical Incident Management Team**

* Principal and Deputy Principal
* Staff Health and Safety Representative
* Other Teaching Staff
* Secretary
* School Chaplain
* Chairperson of Board of Management
* Chairperson of Parents’ Association

**Critical Incident Management roles: -**

**Team leader: Principal (Catherine Cleary)**

* Alerts the team members to the crisis and convenes a meeting
* Coordinates the tasks of the team
* (Liaises with the Board of Management) DES; NEPS; SEC
* Liaises with the bereaved family
* Liaises with the Gardai
* Ensures that information about deaths or other developments is checked out for accuracy before being shared.

 **Staff liaison: Deputy Principal (Sharon McCullagh)**

* Leads briefing meetings for staff on the facts as known,
* Gives staff members an opportunity to express their feelings and ask questions, outlines the routine for the day.
* Advises staff on the procedures for identification of vulnerable students
* Keeps staff updated as the day progresses
* Is alert to vulnerable staff members and makes contact with them individually

**Student liaison: B. Post (Irene Dwan)**

* Alerts other staff to vulnerable students
* Keeps records of students seen by external agency staff
* Looks after setting up and supervision of “quiet” room where agreed

**Community/agency liaison: School secretary (Sinéad Doyle)**

* Maintains up to date lists of contact numbers of
	+ Key parents, such as members of the Parents Council
	+ Emergency support services and other external contacts and resources
* Is alert to the need to check credentials of individuals offering support
* Updates team members on the involvement of external agencies

**Chairperson B.O.M.**

* Chairperson of B.O.M. liaises with the B.O.M.
* Helps in coordinating the response of the C.I.T.
* Be available as personal and spiritual support to staff

**Parent liaison : Chairperson of Parents’ Council**

* Visits the bereaved family with the team leader
* Represents parents’ concerns and wishes with regard to the school response

**Media liaison: Principal (Catherine Cleary)**

* In advance of an incident, will consider issues that may arise and how they might be responded to
* In the event of an incident, will liaise where necessary with the SEC; relevant teacher unions etc.
* Will draw up a press statement, give media briefing and interviews (as agreed by school management)

**Administrator: School Secretary (Sinéad Doyle)**

* Maintenance of up to date telephone numbers of
	+ Parents or guardians
	+ Teachers
	+ Emergency services
* Takes telephone calls and notes those that need to be responded to
* Ensures that templates are on the schools system in advance and ready for adaptation
* Sends out letters, emails and texts
* Photocopies materials needed
* Maintains records

**Record Keeping**

School secretary Sinéad Doyle will have key role in receiving and logging telephone calls, sending letters, sending emails, photocopying materials, etc.

**Confidentiality and good name considerations**

The management and staff of Scoil San Isadóir have a responsibility to protect the privacy and good name of the people involved in any incident and will be sensitive to the consequences of any public statements. The members of the school staff will bear this in mind, and will seek to ensure that students do so also.

**Critical incident rooms**

In the event of a critical incident,

Staff room will be the main room used to meet the staff

Parish Hall for meeting with students

Parochial house for individual sessions with students

**Consultation and communication regarding the plan**

All staff were consulted and their views canvassed in the preparation of this policy and plan.

Parent representatives were also consulted and asked for their comments.

Our school’s final policy and plan in relation to responding to critical incidents has been presented to all staff.

All new and temporary staff will be informed of the details of the plan by Catherine Cleary.

**Short Term Actions (first day)**

* Attend to the Critical Incident (if necessary)
* Ensure safety and wellbeing of Students, Staff and Visitors.
* Contact family (if Appropriate)
* Convene a meeting of C.I.M.T. and delegate roles.
* Contact appropriate agencies and organise support.
* Initiate implementation of Critical Incident Policy.

**FOLLOW UP AND ONGOING RESPONSE.**

* Review the events of the 1st day.
* Arrange support for students, staff and parents as necessary.
* Update all relevant groups.
* Plan restoration of normal school routine as possible.
* Ongoing monitoring of students and staff
* Provide ongoing assistance as required.

**CONCLUSION**

* At an appropriate time review and evaluate the total school response
* Inform all new staff of the incident(s)
* Students affected by an incident, who move on to other schools;

 the Principals of these schools should be briefed.

* This document should be reviewed on an ongoing basis.
* As our Parish Hall is situated beside the school complex, this building may be availed of as deemed necessary in the case of an incident.
* Useful contact numbers see attached appendix

Drawn up by the Board of Management of Scoil San Isadóir.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairperson of Board of Management

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_