

## **Critical Incident Policy**

### **Introduction:**

In Inver 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:** Diane Cosgrove (Principal)

**Communication Role:** Deborah Reilly (Deputy Principal)

**Student Liaison / Counselling Role:** Lisa Doherty/Lorraine Garvin

**Chaplaincy Role:** TBC - Fr. Nallen in the interim

**B.O.M. Rep:** Geraldine Walsh

In the absence of a teacher due to maternity leave/career break, the replacement teacher will assume role.

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.

## 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

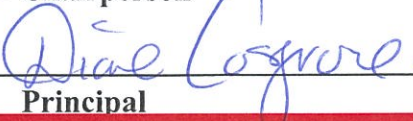
## Long Term Actions

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 was last updated on 7/2/23

Signed:  Date: 21/02/23  
Chairperson

Signed:  Date: 21/2/23  
Principal