

Critical Incident Policy

Scoil Cholmcille Drumman aims to protect the well being of its students and staff by providing a safe and nurturing environment at all times. The Board of Management and staff have drawn up a Critical Incident Plan as one element of the schools health and safety policy.

Definition

A critical incident is any incident or sequence of events which overwhelms the normal coping mechanism of the school. Critical Incidents may involve one or more students or staff members or members of our local community associated with the school.

Types of incidents would include:

- *The death of a member of the school community through accident, violence, suicide or suspected suicide or other unexpected death.
- *An intrusion into the school
- *An accident involving members of the school community.
- *A serious accident/tragedy in the local community (related to children in the school)
- *Serious damage to the school building through fire, flood, vandalism, etc.
- *The disappearance of a member of the school community.

Physical safety

- *Evacuation plan formulated
- *Regular fire drills occur
- *Fire exits and extinguishers are annual checked
- *Pre-opening and after-school supervision in the school yard

*School doors locked during class time

*Rules of playground on display

Psychological safety

The management and staff of Scoil Cholmcille Drumman aim to use available programmes and resources to address the personal and social development of students, to enhance a sense of safety and security in the school.

*Social, Personal and Health Education (SPHE) are integrated into the work of the school. It is addressed in the curriculum by addressing issues such as grief and loss; communication skills; stress and anger management; resilience; conflict management; problem solving; help-seeking; bullying; decision making and prevention of alcohol and drug misuse.

*Staff are familiar with the Child Protection Guidelines and Procedures and details of how to proceed with suspicions or disclosures.

*The school has a clear policy on bullying and deals with bullying in accordance with this policy.

Administrator

*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 school system in advance and ready for adaptation

- *Prepares and sends out letters, emails and faxes

- *Photocopies materials needed

- *Maintains records

Record keeping

In the event of an incident each member of the team will keep records of phone calls made and received, letters sent and received, meetings held, person met, interventions used, material used etc.

Sharon Daly (secretary) will have a key role in receiving and logging telephone calls, sending letters, photocopying materials, etc.

Confidentiality and good name considerations

The management and staff of Scoil Cholmcille Drumman 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. For instance, the term 'suicide' will not be used unless there is solid information that death was due to suicide, and that the family involved consent to its use. The phrases 'tragic death' or 'sudden death' may be used instead. Similarly, the word 'murder' should not be used until it is legally established that a murder was committed. The term 'violent death' may be used instead.

Critical incident room

Staff Room will be the main room used to meet the staff, students, parents, media and other visitors.

Consultation and communication regarding the plan.

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

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

Each member of the critical incident team has a personal copy of the plan.

The plan will be updated annually

Signed: _____ Fr Stephen Gorman
(Chairperson) Date: _____

_____ Rosemary Mc Gee (Principal)

Date: _____

This will be reviewed in Autumn 2024.