



## Critical Incident Policy

In Kill O the Grange National School we aim to protect the wellbeing of all students and staff by providing a safe and nurturing environment at all times.

The BOM through the Principal, Staff and P.T.A. has drawn up a Critical Incident Management Plan (C.I.M.P.) as one element of the school's policies and plans.

The aim is to establish a Critical Incident Management Team (CIMT) to steer the development and implementation of the plan.

### **Definition:**

The staff and management of Kill o the Grange NS recognise a critical incident as “**an incident or sequence of events that overwhelms the normal coping mechanism of the school**”.

Critical incidents may involve one or more members of the School Community or members of our local community. Examples of critical incidents

- The death of a member of the school community through accident, violence, suicide or suspected suicide or other unexpected death.
- Major illness/outbreak of disease
- An accident involving members of the school community.
- An accident/tragedy in the wider community.
- Serious damage to the school building through vandalism, fire, floods.
- The disappearance of a member of the school community.
- Assault on a staff member/pupil.

### **Other Related Policies**

- All School policies are available by email on request from the School Office and on the school website e.g. Health and Safety, Accident, Anti-bullying
- The Child Protection and Safeguarding Statement and Policy may also act as a support to inform and guide members of the School Community or members of our local community depending on the nature of the incident

### **Aim**

The aims of the C.I.M.P. are:-

- To assist school management and staff to react quickly and effectively in the event of an incident.
- To enable us to maintain a sense of control.
- To ensure that appropriate support is availed of and offered to students and staff.

Our C.I.M.P. plan should assist us in ensuring that the effects on students and staff will be limited. It should also enable us to return to normality as soon as possible.

## **Creation of a coping supportive and caring ethos in the school**

Systems are in place to help build resilience in both staff and pupils, thus helping them to prepare to cope with a range of life events. These include measures to help/address both the physical and psychological safety of the school community.

### **Physical Safety**

- Evacuation plan formulated
- Fire drills occur on a regular basis.
- Fire exits, extinguishers and alarm are regularly checked and maintained.
- Entrances to school building are controlled by keypad.

### **Psychological Safety**

The management and staff of Kill o the Grange NS 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 and to provide opportunities for reflection and discussion.

SPHE is 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, conflict management, problem solving, help – seeking issues around bullying are covered. Alcohol and drug misuse awareness.

A Child Protection Policy is in place which complies with DES Circular 0065/2011 and Children First: National Guidance for the Protection and Welfare of Children (2011). Copy has been given to each staff member. Details of how to proceed with suspicions or disclosures are included: DLP- Principal, Deputy DLP - Deputy Principal.

The Stay Safe Programme is followed. Books and resources on issues affecting pupils are available.

The school has developed links with external agencies GARDAÍ, NEPS, LUCENA, HSE, SOCIAL SERVICES.

Inputs to students by external providers are carefully considered in light of criteria regarding student safety, the appropriateness of the content and the expertise of the providers. DES: Circular 0023/2010 SPHE – Best Practice Guidelines for Primary Schools has been circulated to all teachers.

The school has a clear code of behaviour and this is followed when dealing with behaviour issues.

The school has a clear policy on bullying and deals with bullying in accordance to the policy. Students who are identified as being at risk are brought to the attention of the Principal where concerns are explored and the appropriate level of assistance/support is provided. Parents are informed and where necessary/appropriate referral is made to the appropriate agency.

Staff has been made aware of the Employee Assistance Scheme.

## Critical Incident Management Team

Hilary McBain Principal, Gwen Baker Deputy Principal

Leader: Hilary McBain

- Checks to ensure information is accurate before being shared. Alerts team members to the crisis and convenes a meeting.
- Initiates communication of incident to staff.
- Co-ordinates the tasks of the team.
- Liaises with B.O.M. Gardaí, NEPS, DES. Liaises with bereaved family.

In the absence of the leader the deputy principal will assume the role.

Staff Liaison: - *Persons responsible Hilary McBain/Gwen Baker.*

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

Student Liaison: - *Hilary McBain/ Gwen Baker*

- Co-ordinates information from class teachers about students they are concerned with
- Alerts other staff to vulnerable students (appropriately)
- Keeps records of pupils seen by external agency staff.
- Looks after setting up of “quiet” room. Room beside office.

Community /Agency Liaison: - *Person responsible Hilary McBain.*

- Maintains up to date lists of contact numbers of key emergency support services, key P.A. members. Liaises with agencies in the community for support and onward referral.
- Checks credentials of anyone offering support.
- Co-ordinates involvement of agencies. Issues agency staff with name-badges. Update team members on the involvement of external agencies.

Parent Liaison:-*Persons responsible Hilary McBain, Gwen Baker.*

- Visits bereaved family.
- Arranges parent meeting if necessary.
- May facilitate such meetings and manage question/answer session.
- Makes sure agreed/sample letters to parents are typed up and circulated.
- Sets up meeting room for parents.
- Maintains record of parents seen.
- Meet with individual parents.

### Media Liaison

- Leader and B.O.M.

### Secretary

- Maintain up to date all telephone numbers of:-
  - Parents/Guardians
  - Staff Members
  - Emergency Services
- Takes telephone calls and notes those that need to be responded to.
- Prepares and sends/transmits letters, emails, and faxes.
- Photocopies material needed
- Maintains records

### Record Keeping

In the event of an incident records will be kept of all phone calls made/received, letters sent/received, meetings, persons met, interventions used, materials used.

The school secretary has a key role in receiving and logging telephone calls, sending letters, photocopying materials etc.

### Confidentiality

The management and staff of Kill o the Grange NS have a 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. Members of staff will bear this in mind and will seek to ensure that pupils do likewise.

### **Ratification and Review**

This policy was last reviewed (and updated as required) and approved by the Board in April 2019 and will be reviewed regularly. Implementation of new procedures and activities are immediate