



Critical Incident Policy

Introduction:

In St John the Baptist National School we aim to protect the well being of our pupils and staff by providing a safe, tolerant and well catered for environment as outlined in our school Vision Statement.

The Board of Management through the Principal, the Staff and the Parent/Teacher Association has drawn up a critical Incidents Management Team to steer the development and implementation of the plan.

Aim:

Recognising that the key to managing critical incidents is planning, St John the Baptist NS has developed this Critical Incident Policy and accompanying plan. Our hope is that, in the event of an incident, this will help the staff to react quickly and effectively and to maintain a sense of control. This should also help us to achieve a return to normality as soon as possible and ensure that the effects on the children and staff will be limited.

What is a Critical Incident?

‘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’.

Examples:

- Death, major illness/outbreak of disease (Foot & Mouth)
- Criminal incidents (e.g. Dunblane shooting, Shooting at first communion in Ballymun.)
- Major accidents, serious injury (e.g. ‘Navan bus crash’)
- Suicide
- Civil unrest, war (foreign nationals may be traumatised by events that happened in their country of origin)
- Fire, natural and technological disaster (e.g. school ceiling collapsing in Cork)
- Disappearance of student from home or school (e.g. Middleton incident in Cork)
- Unauthorised removal of student from school or home.
- World events that may affect the student body and/or staff. May be a need for provision of discussion and involvement in ceremonies e.g. 9/11, tsunami.
- Major classroom disruption eg child out of control.

Preventative Approaches:

We have put systems in place to lessen the probability of the occurrence of an incident. These include measure to address both the physical and psychological safety of both staff and students.

- Regular Fire Drills occur.
- Fire exits and extinguishers are regularly checked.School doors locked during class time.
- Playground Supervision
- Health and safety Policy
- SPHE programmes are included in the curriculum to address issues such as grief and loss, communication skills, stress and anger management, conflict management, problem solving, help-seeking, decision making, and alcohol and drug prevention.
- Our Discipline Policy includes an approach to bullying.
- Staff are informed of difficulties affecting individual students and are aware and vigilant to their needs.
- The school has developed links with outside agencies, which may be contacted in the event of an emergency and for onward referral of students.
- RSE programme.
- Garda Vetting Process.

Critical Incident Management Team:

Team Leader: Principal

Staff Liaison: Deputy Principal

Children Liaison: Resource teacher/BOM designate

Family/Community Liaison: Parish Rector

Media Liaison: Principal/Parish Rector

Roles and Responsibilities:

Short term action (Day 1)

Task	Name
Gather accurate information	CIM team
Immediate contact with family/families	Family/Community liaison
Consult with the family regarding the appropriate support from the school	Family/ community liaison

Contact appropriate agencies	Team leader
Convene a meeting with staff/students/parents	Staff liaison
Ensure that a quiet place can be made in the school for children/staff	Team leader
Deal with media	Media liaison

24-72 Hours

Task	Name
Review events of the first 24 hours	CIM team/staff
Arrange supports for children/staff	Staff liaison
Plan visit to injured/ bereaved	Family/community liaison
Liaise with family re funeral arrangements	Family/ community liaison
Attendance/ participation at funeral	Family/community liaison/ Staff
School closure	BOM
Deal with media	Media liaison

Beyond 72 hours

Task	Name
Monitoring children	Staff
Evaluate response to incident	CIM team
Inform new staff	Team leader
Amend/formalise Critical Incident Policy for the future	BOM
Decide on appropriate ways to deal with anniversaries	CIM team



Emergency Contact List

Outside Agency	Contact Numbers
GARDA	4631324
HOSPITAL	4546400 (CUH)
FIRE BRIGADE	999
LOCAL GPS	Dr Doran 4883176
HEALTH BOARD NORTH LEE	4927000
INSPECTORATE	4906022
NEPS PSYCHOLOGIST	4536375
DES COMMUNICATIONS	09064-74621
INTO	1850 708708
PARISH PRIEST / CLERGY	Dean Marley 4631449



Useful Contact Numbers

BARNARDOS	1850 222300
THE SAMARITANS	021 4271323 1850 609090
CHILDLINE	1800 666666
PARENTLINE	1890 927277
AWARE	1890 303302
NATIONAL SUICIDE BEREAVEMENT SUPPORT	024 95561
RAINBOWS	01 4734175
THE BEREAVEMENT COUNSELLING SERVICE	01 8391766
BEREAVEMENT COUNSELLING	01 6767727

Ratified by the Board of Management December 2016