



Gaelscoil Laighean 20518E

Plean Bainistíochta do Theagmhais Chriticiúla *Critical Incident Plan*

Tá sé mar aidhm ag Gaelscoil Laighean timpeallacht sábháilte a chur ar fáil do dhaltaí agus d'fhoireann na scoile mar atá leagtha síos in Éiteas na Scoile. Tá sé mar aidhm againn **Foireann Bainistíochta do Theagmhais Chriticiúla** a chur ar bun leis an bplean seo a fhorbairt agus a thabhairt chun críche.

Aidhm

Is í an aidhm atá ag an bhFoireann Bainistíochta do Theagmhais Chriticiúla ná a bheith in ann déileáil go tapa agus go héifeachtach leis an méid a thiteann amach i ndiaidh do theagmhas tarlú. Cuireann plean ar chumas na foirne freagairt go héifeachtach do chás agus a bheith múiníneach go bhfuil smacht acu ar chúrsaí dá bharr agus go bhfilltear ar ais mar a bhí chomh luath agus is féidir é.

Sáinmhíniú ar Theagmhas Chriticiúil

Eachtra nó sraith d'eachtraí a bhíonn tionchar ollmhór acu ar ghnáth shaol agus bainistíocht na scoile. D'fhéadfaí go mbainfeadh teagmhas chriticiúil de dhálta nó de fhoireann na scoile, a dteaghlaigh nó baill den cheantar.

- Bás duine de phobal na scoile trí bhás tobann, timpiste, foréigean, féin mharú nó earracht lámh a chur ina mbás féin.
- Timpiste ag baint le daltaí nó baill foirne.
- Timpiste nó tragóid sa cheantar maguaird.
- Ionsaí fisiciúil ar dhalta(i) nó ar bhall / bhaill foirne nó briseadh isteach sa scoil.
- Damáiste d'fhoirgneamh na scoile de bharr dóiteáin, tuilte, slad agus rl.
- Ball de phobal na scoile bheith ar iarraidh.
- Eachtra ar bith eile a mheastar bheith chriticiúil.

Éiteas cúraim agus Tacaíochta a chruthú sa scoil

Déantar gach iarracht i nGaelscoil Laighean tríd ár gclár SPHE/ RSE scileanna a thabhairt dár ndaltaí le deileáil le réimse leathan imeachtaí a tharlaíonn sa saol mór chomh maith lenár n-aird a dhíriú ar shábháilteacht fhisiciúil agus síceolaíochta phobal na scoile.

Sábháilteacht Fhisiciúil

Tá na nithe seo leanas in áit againn

- Druil tine go rialta
- Plean éalaithe curtha le chéile agus ar eolas ag pobal na scoile.
- Seiceáil déanta ar bhealaí éalaithe agus múchtóirí tine go rialta
- Dualgas clóis roimh agus díreach i ndiaidh am scoile.
- Leabhar le síniú ag tuismitheoir / caomhnóir nuair a ghactar páiste ón scoil i rith am scoile
- Cloí le cód iompair na scoile lena chinntiú go bhfuil atmaisféar sábháilte taitneamhach ag ár ndaltaí

Baineann bainistíocht agus foireann Ghaelscoil Laighean úsáid as cláir agus acmhainní chun freastal ar fhorbairt phearsanta agus shóisialta a ndaltaí, chun atmaisféar sábháilte agus daingean a chothú sa scoil agus chun deiseanna comhrá agus machnaimh a chur ar fáil.

- Tá sé fite fuaite fríd gach ghné de shaol na scoile. Déantar na nithe seo a chlúdach sa churaclam, bás agus caillúintí, scileanna cumarsáide, strus agus deileáil le fearg, réiteach coimhlíntí / fadhbanna, bulaíocht, ag lorg cabhrach agus déanamh cinntí maidir le alcól agus drugaí. Tá sláinte intinne mar pháirt thábhachtach den soláthar seo.

- Cuirfear traenáil agus eolas ar uasdátú ar fáil do fhoireann na scoile ar an gclár O.S.P.S.
- Tá foireann na scoile ar an eolas maidir le treorlínte agus nós imeachtaí an Pholasáí Comhdach leanaí.
- Tá áiseanna / leabhair ar fáil ar dhúshláin a bhaineann le saol na bpáistí óga.
- Tá gaol agus ceangal ag an scoil le eagraíochtaí m.sh. NEPS /FSS /Garda Síochána/TUSLA.
- I gcás cuairteoirí a thagann chun na scoile, déantar cinnte go bhfuil an t-eolas agus modhanna cur i láthair ag tacú leis na gcritéir atá leagtha amach ó thaobh sábhailteachta na bpáistí.
- Tá polasaí bulaíochta sa scoil agus cloífead leis an bpolasaí i gcás eachtraí bulaíochta.
- I gcás páistí atá i mbaol cuirtear faoi bhráid an phríomhoide. Déantar na nithe a scrúdú agus cuirtear cibé tacaíocht atá riachtanach ar fáil dóibh. Cuirtear na tuismitheoirí ar an eolas agus is féidir comhairle nó tacaíocht seachtarach a fháil más gá.
- Cuirtear foireann na scoile ar an eolas maidir lena seirbhísí atá ar fáil ó ghníomhaireachta tacaíochta seachtaracha.

Foireann Bainistíochta do Theagmhais Chriticiúla

Tá foireann bainistíochta (ainmneacha ar an leathanach dheireanach den bpolasaí seo) in áit de réir na treoirlínte leagtha síos ag an tSeirbhís Náisiúnta Síceolaíochta Oideachais. Tiocfaidh an fhoireann seo le chéile ar bhonn bliantúil le hathbheithniú agus le uasdátú a dhéanamh. Tá fáil ag an bhfoireann bainistíochta ar chóip de Bhainistíochta do Theagmhais Chriticiúla.

Sa bhfillteán tá

- Cóip den bhainistíocht do Theagmhais Chriticiúla – agus na príomhchúraim.
- Liosta suas chun data d'uimhreacha teagmhála a choinneáil chomh maith le liosta de fhoirne agus a n-uimhreacha teagmhála.
- Cóip dena dualgaisí atá ar achan bhall den fhoireann.
- Liosta suas chun dáta de bhaill an Bhoird Bainistíochta agus a n-uimhreacha teagmhála.
- Plean gníomhaíochta.

Ról agus Cúraim an Bhainistíochta do Theagmhais Chriticiúla

- Ceannaire
- Riarthóir
- Teagmhálaí Garda, daltaí, tuismitheoir, an pobal, agus na meáin.

An Ceannaire

- Na baill a chur ar an eolas maidir leis an dteagmhais /eachtra a tharla agus cruinniú a eagrú
- Comhordú a dhéanamh ar na dualgaisí atá ar gach ball den fhoireann
- Teagmháil a dhéanamh leis an mBord Bainistíochta, an Roinn Oideachais (ROS) agus NEPS •
- Teagmháil a dhéanamh leis an dteaghlach/ na teaghlaigh atá i gceist
- Glacfaidh an PC2/ leas príomhoide an ról sin mura bhfuil an ceannaire ar fáil.

Teagmháil leis na Gardaí

- Cinntiú a dhéanamh go bhfuil an t-eolas cruinn sula gcuirtear daoine eile ar an eolas maidir leis an eachtra.

Teagmháil le foireann na scoile

- An fhoireann a chur ar an eolas maidir leis an eachtra agus eolas ar bith eile atá riachtanach a chur ar fáil dóibh agus deis a thabhairt don fhoireann ceisteanna a chur agus treoir a thabhairt faoi leagan amach an lae ó lá go lá.
- Páistí atá i mbaol a chur in iúl den fhoireann
- Acmhainní ábhartha a chur ar fáil don fhoireann (Fillteán ar Theagmhais Chriticiúil)
- Taifead a dhéanamh ar dhaltaí a fhaigheann cabhair ó gníomhaireachtaí seachtaracha
- Seomra ciúin a chur ar fáil agus duine bheith ar fáil le feitheoireacht a dhéanamh air

Teagmháil leis an bpobal / nó gníomhaireacht

- Liosta suas chun dáta de huimhreacha teagmhála a choinneáil – seirbhísí éigeandála, gníomhaireachtaí seachtaracha, baill Choiste na dTuismitheoirí

- Dul i dteagmháil le gníomhaireachtaí sa phobal maidir le tacaíocht agus comhairle a fháil
- Seiceáil a dhéanamh ar theistiméireacht aon duine nach bhfuil mar bhaill de fhoireann na scoile a bheadh ag tabhairt tacaíochta
- Comhordú a dhéanamh ar thacaíocht ó ghníomhaireachtaí seachtaracha
- Cinntiú go gcuireann baill de ghníomhaireachtaí seachtaracha iad féin in iúl le lipéidí /cártaí aitheantais.
- An fhoireann a chur ar an eolas maidir leis an gcabhair atá a chur ar fáil ag gníomhaireachtaí seachtaracha

Teagmhálaí na dTuismitheoirí

- Cuairt a thabhairt ar and teaghlach / na teaghlaigh atá gceist i gcuideachta an cheannaire
- Cruinnithe do thuismitheoirí a shocrú agus socrú ar an eolas atá le roinnt agus ar an mbealach is fearr le seo a dhéanamh
- Seomra a chur ar fáil do chruinnithe
- Buail le tuismitheoirí aonaracha
- Taifead a choinneáil ar na cruinnithe seo
- Litreacha samplacha a bheith ar fáil a thig a úsáid i gcásanna mar seo
- Eolas agus tacaíocht cuí a thabhairt do thuismitheoirí

Teagmhálaí na Meáin

- Ráiteas scríofa a ullmhú más gá ina mbeidh
- Fíricí amháin
- Céimeanna a glacadh go dtí seo
- Céimeanna a ghlacfar
- Eolas nó tuairimí dearfacha faoin té atá é gceist más gá
- Cinneadh a dhéanamh maidir leis na meáin ag an scoil, agallaimh le baill den fhoireann – daltaí agus cead scríofa faighte.
- Comhairle a fháil ó na céardchumainn

Riarthóir – Rúnaí na Scoile

- Liosta suas chun dáta d'uimhreacha teagmhála:
- Tuismitheoirí / caomhnóirí
- Múinteoirí
- Seirbhísí Éigeandála
- Glaochanna gútháin a ghlacadh agus a nótaíl
- Samplaí de litreacha cuí a bheith ar fáil
- Litreacha ríomhphoist a ullmhú agus a sheoladh
- Cóipeanna de cháipéis/páipéarachas riachtanach a chur ar fáil
- Taifead a choinneáil

Gníomhartha Gearrthéarmacha (an chéad lá):

- Baileofar eolas chruinn
 - Déanfar teagmháil le gníomhaireachtaí cuí
(Seirbhísí éigeandála agus leighis, NEPS, An Bord Bainistíochta, ROS)
 - Beidh cruinniú idir na príomh bhaill foirne agus an fhoireann bainistíochta do theagmhais chriticiúla
 - Tionólfar cruinniú foirne
 - Eagrófar tráthchlár don lá
- Coimeádfar lá scoile ar nós lá ar bith eile chomh fada agus is féidir. Cuirfear tuismitheoirí ar an eolas.
- Cuirfear daltaí ar an eolas
 - Déanfar teagmháil leis an dteaghlach
 - Ullmhófar ráiteas scríofa: fíricí maidir leis an dteagmhas, na céimeanna atá tógtha go dtí seo, na céimeanna atá le tógáil, eolas dearfach faoin duine atá básaithe.
 - Ainmneofar duine chun labhairt leis na meáin, más gá.

- Coinneófar daltaí óna meáin.
- Socrofar teacht le chéile daltaí lena dtuismitheoirí, más gá.

Teagmháil leis na gníomhaireachtaí ábharthacha:

- Séirbhísí Éigeandála: 999
- FSS Rannóg Síceolaíochta /H.S.E. Psychology Departments/ Community care services:1850241850
- NEPS: Foirgneamh Bhord Iascaigh Mhara,12 Bóthar Crofton, Dún Laoghaire. Tel: (0761) 108400
- TUSLA:01 7718500
- ROS/Cigireacht Scoile: 01 8896553

Cruinniú den Fhoireann Teagmais Chriticiúil a ghairm - 8am - roimh an lá scoile

- eagraigh cruinniú foirne más féidir ar maidin
- Leag amach clár ama don lá scoile ag cloígh le gnáth chlár ama lá scoile an méid is féidir
- Múinteoir ranga ag glacadh nóta d'aon asláithreachas ar chomhar teagmháil a dhéanamh leo – tabharfar an t-eolas do Theagmhálaí na nDaltaí agus a dTuismitheoirí.
- eagraigh maoirseacht/ionadaíocht le freastail ar na páistí

Teagmháil leis an dTeaghlach maidir le socraithe sochraide /seirbhíse.

- An Príomhoide i dteagmháil leis an dteaghlach, comhbhrón a dhéanamh agus soiléiriú a fháil ar ról na scoile sa tséirbhís chuimhneacháin de réir mianta an teaghlaigh.

Gníomh Gearrthéarmach, taobh istigh de 24 uaire:

Eagraigh cuairt ar an dteaghlach ag beirt baill foirne (Príomhoide agus Múinteoir Ranga más oiriúnach.

- Léirigh meas ar chultúr agus ar chreidimh.

Gníomh Meántéarmach, taobh istigh de 24-72 uaire

- Ullmhaigh daltaí / an fhoireann a bheidh ag freastail ar an sochraide / seirbhís
- Cuir deiseanna ar fáil le gur féidir le daltaí agus/nó an fhoireann iad féin a chur in iúl, e.g. cártaí comhbhróin, bláthanna, leabhar comhbhróin. Comhartha ómóis sa scoil.

Seo leanas na gníomhartha meantéarmacha a leanfar:

- Déanfar athbhreithniú iomlán
- Eagrófar tacaíocht do dhaltáí aonair, do ghrúpaí de dhaltáí agus do thuismitheoirí más gá,
- Déanfar plean chun daltaí a thógáil le chéile arís
- Tabharfar cuairt orthu siúd a gortaíodh
- Déanfar teagmháil leis an dteaghlach maidir le socraithe sochraide
- Déanfar cinntí faoi rannpháirtíocht phobal na scoile sa tsochraid.

Athbhreithniú tar éis 24 uaire:

• Cruinniú a ghairm le baill foirne riachtanacha / foireann Bainistíocht do Theagmhais Chriticiúla Reconvene– 8.00am

- Déan cinneadh ar chruinnithe tacaíochta do thuismitheoirí/ daltaí/ an fhoireann
- Déan cinneadh ar an módh le haiseolas a fháil ó mhúinteoirí faoi dhaltáí leochaileacha.
- Déan athbhreithniú leis an bhfoireann Bainistíochta do Theagmhais Chriticiúla – 2:10pm
- Déan teagmháil le baill foirne agus daltaí atá as láthair

Eagraigh tacaíocht do dhaltáí aonair, grúpa daltaí agus tuismitheoirí más gá.

- Gairm cruinniú tuismitheoirí / daltaí más gá le soiléiriú a dhéanamh ar an eachtra.
- Múinteoir le labhairt le grúpa páistí, ag braith ar aois na bpáistí beidh eolas nach mbeidh le roinnt leo.
- Tabhair rogha do mhúinteoir gan bheith páisteach sa chruinniú tacaíochta.
- eagraigh seisiún comhairlúcháin i gcomhair le gníomhairí seachtracha chun cruinnithe tacaíochta a chur ar fáil do dhaoine aonair, grúpaí (le cead tugtha ag tuismitheoirí).

- Pleanáil fillleadh na páistí tar éis an eachtra - baill foirne e.g. duine a bhí asláthair, gortaithe de bharr, siblíní, gaolta srl Déanfaidh Teagmhálaí na nDaltaí an teagmháil seo nuair a bhfillleann siad ar ais ar scoil.
 - Pleanáil cuairt ar aon duine gortaithe
 - Teagmhálaí Teaghlaigh + an Múinteoir ranga + an Príomhoide ag cuairt ar ospidéal / baile.
 - Déanfar cinneadh faoi cé a bheadh ag freastail agus ag glacadh páirte sa seirbhís
 - Déanfar é seo de réir mainta na dtuismitheoirí agus cinneadh an Bhord Bainistíochta agus dlúthchairde.
 - Dúnadh na scoile. Déan iarratas ar an mBord Bainistíochta ar chinneadh faoi dúnadh na scoile.
- Gníomhaíochtaí Fadtéarmach:
- Monatóireacht a dhéanamh ar chomharthaí de bhrón / anró leanúnach ar dhaltaí
 - Má leanann na comharthaí a léiríonn go bhfuil an dalta ag fulaingt thar tréimhse fada de bharr brón leanúnach d'fhéadfadh go mbeadh tacaíocht ag teastáil uaidh/ uaithe ó FSS.
- Iompar neamhghnáthach, meathlú go hacadúil, siomptóin fhisiciúla, e.g. meáchan a chailleadh / breise, cuma mhí-shlachtmhar, tuirse, gan smacht ar na mothúcháin, asláithreachas.

Déan athbhreithniú ar ghníomhú de réir dualgais agus leasaigh an Plean Bainistíochta do Theagmhais Chriticiúla dá réir:

Céard a d'oibrigh? Cá raibh na bearnaí? Céard is mó a thug cabhair/ lú a thug cabhair? An bhfuil na tuairiscí riachtanacha chuig na seirbhísí tacaíochta ar fad déanta? An bhfuil aon gnó nach bhfuil críochnaithe?

- Cuir an Plean Bainistíochta do Theagmhais Chriticiúla go foirmeálta os comhar an Bhord Bainistíochta in oiriúint don todhchaí
- Téigh i gcomhar leis an síceolaí NEPS
- Cuir in iúl an plean athbhreithnithe in iúl don bhaill nua más gá. Cinntigh go dtuigeann baill nua an polasaí scoile agus na nósanna imeachta maidir leis.
- Cinntigh go dtuigeann siad cé na daltaí a d'fhulaing de bharr agus an bealach a d'fhulaing siad.

Nuair atá an dalta ag aistriú go scoil eile bheadh sé úsáideach sonraí a thabhairt don bpríomhoide sa scoil nua.

- Déan cinneadh ar an mbealach is fearr le lámhseáil a dhéanamh ar chomóradh agus laethanta specialta ar nó laethanta breithe, *Lá na Máthar / Athar* srl.
- Tabhair aitheantas do chomóradh leis an dteaghlach.
- Pleanáil seirbhís chuimhneachán e.g. crann a chur sa ghairdín scoile

- Céard ar mhian leis na tuisnitheoirí go ndéanfaí le cuid nó maoin an duine atá imithe.
- Déan úasdátú agus leasú ar chúntais na scoile.

Seo leanas na gníomhartha fadtéarmacha a leanfar:

- Déanfar monatóireacht i gcomhair leis and bhfoireann Chúraim ar dhaltaí chun comharthaí a aithint.
- Déanfar cinneadh ar bhealaí oiriúnacha chun deighleáil le cothrom lae and teagmhais.

Acmhainní :

- “Young People and Loss, A Handbook for Schools” – Robin Cooper
- “Silver Linings: Community Crisis Response” - Rainbows
- “Responding to Critical Incidents – Resource Materials for Schools”-DES
- “Responding to Critical Incidents – Guidelines for Schools” – DES

Foireann Bainistíochta/Critical Incident Management Team

Ceannaire/Team Leader: Aoife Ní Scolaí/ Ciarán Ó Maonaigh

Teagmhálaí Gardaí/Garda Liaison Role: Aoife Ní Scolaí/ Ciarán Ó Maonaigh/Ball den Bhord Bainistíochta/Petra Vegres

Teagmhála na Foirne/Staff Liaison Role: Aoife Ní Scolaí/ Ciarán Ó Maonaigh

Teagmhálaí an Phobal/Community Liaison Role: Aoife Ní Scolaí / Ball den Bhord Bainistíochta

Teagmhálaí na Meáin/Media Liaison Role: Aoife Ní Scolaí / Ciarán Ó Maonaigh

Teagmhálaí na dTuismitheoirí agus Daltaí/Parent and Student Liaison Role: Aoife Ní Scolaí / Caitríona Magner / Maedhbh Farrelly

Riarthóir: Líadain von der Decken (Rúnaí na Scoile)

Déanfar athnuachan ar an bpolasaí Eanáir 2022.

Síniú: _____
Cathaoirleach an Bhord Bainistíochta

Síniú: _____
Príomhoide

Dáta:



Critical Incident Plan

At all times, Gaelscoil Laighean aims to protect the well-being of its students and staff by providing a safe and nurturing environment as defined in our Mission Statement. The Board of Management, through the Principal, has drawn up the following Critical Incident Management Plan 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.

Aim:

The aim of the Critical Incident Management Team (CIMT) is "to help school management and staff to react quickly and effectively in the event of an incident, to enable them to maintain a sense of control and to ensure that appropriate support is offered to students and staff". Having a good plan will also help ensure that the effects on the students and staff will be limited. It will enable the school to return to normality as soon as possible.

The staff and management of Gaelscoil Laighean recognise a critical incident, to be "an incident or sequence of events that overwhelms the normal coping mechanism of the school". Critical incident may involve one or more students or staff members, their family members or members of the local community.

- *The death of a member of the school community through accident, violence, suicide or suspected suicide or other unexpected death.*
- *An accident involving members of the school community*
- *An accident/tragedy in the wider community*
- *An accident involving members of the school community or an intrusion into the school*
- *Serious damage to the school building through fire, flood, vandalism, etc.*
- *The disappearance of a member of the school community*
- *Any other incident deemed critical by the CIMT (Creation of a Coping Supportive and Caring Ethos in the School) has put systems in place to help to build resilience in both staff and students through our SPHE/RSE programmes, thus preparing them to cope with a range of life events. These include measures to address both the physical and psychological safety of the school community. Physical Safety*

In the area of physical safety the school has put in place the following:

- *Regular fire drills*
- *Evacuation plan formulated*
- *Fire exits and extinguishers are regularly checked.*
- *Supervision before and after school.*
- *Signing out of pupils by parent / guardian.*
- *Adhere to general school rules under the school's behaviour policy to ensure all pupils have a safe environment*

Psychological Safety

The management and staff of Gaelscoil Laighean also 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.

S.P.H.E.

- *It is integrated into the work of the school. It is addressed in the curriculum by including 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. Promotion of mental health is an integral part of this provision.*
- *Staffs will have have access to training for their role in SPHE*

- Staffs are familiar with the Child Protection Guidelines and Procedures and details of how to proceed with suspicions or disclosures
- Books / resources on difficulties affecting the primary school student are available.
- The school has developed links with a range of external agencies e.g. HSE/TUSLA /Community Care/NEPS /An Garda Síochána.
- Inputs to pupils by external providers are carefully considered in the light of criteria about student safety, the appropriateness of the content and the expertise of the providers.
- The school has a clear policy on bullying and deals with bullying in accordance with this policy.
- Staff are made aware of children with specific needs.
- children who are identified as being at risk are referred to the principal. Concerns are explored and the appropriate level of assistance and support is provided. Parents are informed, and where appropriate, a referral is made to an appropriate agency.

Critical Incident Management Team (CIMT)

A CIMT has been established in line with best practice. The members of the team were selected on a voluntary basis and will retain their roles for at least one school year. (Current Team names on last page of this policy document). The members of the team will meet annually to review and update the policy and plan. Each member of the team has access to the schools Critical Incident Management Folder and Padlet which include all of the following:

- A copy of the Critical Incident Management Team / and the Key Roles
- An emergency contact list / school staff contact list
- A copy of the duties of each team member
- A copy of the Board of Management members and contacts
- An Action Plan Template

Roles & Responsibilities of CIMT

- Ceannaire /Team Leader
- Riarthóir /Liaison
- Garda Liaison, Parents, School Community and media

An Ceannaire /Team Leader

- Alert the team members to the crisis and convene a meeting
- Co-ordinate the tasks of the team
- Liaise with the Board of Management; DES; NEPS
- Liaise with the bereaved family(ies)
- The AP2 will assure this role in the absence of the team leader.

Garda Liaison

- Liaise with the Gardai
- Ensure that information about deaths or other developments is checked out for accuracy before being shared.
- Lead briefing for staff on facts as known, give staff members an opportunity to express their feelings and ask questions and outline the routine for the day
- Advise staff on the procedures for identification of vulnerable students
- Provide materials for staff from the Critical Incident Folder
- Keep records of students seen by external agency staff
- Look after setting up and supervision of 'quiet' room where agreed

Community / Agency Liaison

- Maintain up to date list of contact numbers – members of the Parents Committee, emergency support services and other external contacts and resources
- Liaise with agencies in the community for support and onward referral
- Check credentials of individuals offering support

- Co-ordinate the involvement of these agencies
- Remind agency staff to wear name badges
- Update team members on the involvement of external agencies

Parent Liaison

- Visit the bereaved family with the team leader
- Arrange parent meetings, if held – facilitate such meetings, and manage ‘questions and answers’
- Set up room for meetings with parents
- Meet with individual parents
- Maintain a record of parents seen
- Manage the ‘consent’ issues in accordance with agreed school policy
- Provide appropriate materials for parents (from their Critical Incident Folder)

Media Liaison

- Prepare a written statement, if necessary.
- In advance of an incident, will consider issues that may arise and how they might be responded to (e.g. students being interviewed, photographers on the premises, etc)
- Factual information
- Steps taken
- Steps to be taken
- Information or positive news about the person in question if necessary
- draw up a press statement, give media briefings and interviews, as agreed by school management
- In the event of an incident, will liaise where necessary with relevant teacher unions etc.

Administrator -School Secretary

- Maintenance up to date telephone numbers of:
- Tuismitheoirí / caomhnóirí Parents or guardians
- Múinteoirí/ Teachers
- Seirbhísí Éigeandála

Emergency services

- Take telephone calls and note those that need to be responded to
- Ensure that templates are on the school’s system in advance and ready for adaptation
- Prepare and send out letters and emails
- Photocopies materials needed
- Maintains records

ACTION PLAN. Short-term action plan (Day 1)

- Immediate contact with families involved in incident
 - Consult with the family regarding appropriate support from the school e.g. funeral service
- Contact with families of other children affected (options are in-school support or withdrawal by family)

- Ensure a quiet place can be made for pupils/staff

Rooms will be made available as follows: Individual meetings: resource room, staff room

- Parents room: seomra acmhainní/resource room

Contact appropriate agencies

- Emergency services: 999
- Medical services: 999
- FSS/ H.S.E. Psychology Departments/ Community care services: FSS/HSE 1850 241850
- NEPS: NEPS Regional Office Floor 1, Bord Iascaigh Mhara Building 12 Crofton Road, Dún Laoghaire, Co. Dublin, A96 E5AO. Tel: (0761) 108400
- Community Care Loughlinstown/Kiliney Primary Care Team Tel : 2822122 / 2822218
- DES/Schools inspector: 01 8896553

Convene a meeting with Key Staff/Critical Management Team – am

- *Organise a staff meeting if appropriate*
- *Organise timetable/routine for the day – adhering to the normal school routine is important if possible*
- *Class teachers to take note of any absentees who might need to be contacted, list of friends etc. - this information should be given to the Student Liaison person.*
- *Arrange supervision of pupils Liaise with the family regarding funeral arrangements/memorial service*
- *Principal liaise with the family, to extend sympathy and clarify the family's wishes regarding the school's involvement in funeral/memorial service.*
- *Arrange a home visit by two staff representatives within 24 hours, if appropriate (Principal and Class Teacher)*
- *Have regard for different religious traditions and faiths.*

Medium-Term Actions (24-72 hours)

- *Preparation of pupils/staff attending funeral*
- *Involvement of pupils/staff in liturgy if agreed by bereaved family*
- *Facilitation of pupil's/staff responses, e.g. sympathy cards, flowers, book of condolences etc. Ritual within the school.*

Review the events of the first 24 hours:

- *Reconvene key staff/critical incident management team – am*
 - *Decide arrangements for support meetings for parents/pupils/staff*
 - *Decide on mechanism for feedback from teachers on vulnerable students*
 - *Have reviews with critical incident managements team -1:10/2.10pm*
 - *Establish contact with absent staff and pupils*
- Arrange support for individual pupils, groups of pupils and parents if necessary*
- *Hold support/information meeting for parents/pupils, if necessary, in order to clarify what has happened.*
 - *Teacher for each group to talk separately to children, depending on age, there will be certain things they do not need to know.*
 - *Give any teacher who feels uncomfortable with involvement in support meetings the choice of opting out.*
 - *Arrange in consultation with outside agencies, individual or group debriefings or support meetings (parental permission should be sought for this).*
 - *Plan for re-integration of pupils, staff e.g. Absentees, injured, siblings, close relatives etc. Student liaison person to liaise with above on their return to school.*
 - *Plan visits to injured.*
 - *Family liaison person + Class teacher +Principal to visit home/hospital.*
 - *Attendance and participation at funeral/memorial service (to be decided)*
 - *Decide this in accordance with parent's wishes and school management decisions and in consultation with close school friends.*
 - *School closure. Request a decision on this from school management.*

Longer Term Actions:

- *Monitor pupils for signs of continued distress.*
- *If over a prolonged period of time a student continues to display the following s/he may need assistance from the Health Board;*

Uncharacteristic behaviour

Deterioration in academic performance

Physical symptoms, e.g. weight loss/gain, lack of attention to appearance, tiredness

In appropriate emotional reactions

Increased absenteeism

- *Evaluate response to incident and amend Critical Incident Management Plan appropriately:*

What went well?

Where were the gaps?

What was the most/least helpful?

Have all the necessary onward referrals to support services been made?

Is there any unfinished business?

- *Formalise the Critical Incident Plan for the future.*
- *Consult with NEPS psychologist.*
- *Inform new staff/new school pupils affected by the critical incident where appropriate. Ensure that new staff is aware of the school policy and procedures in this area.*
- *Ensure they are aware of which pupils were affected in any recent incident and in what way. When individual pupils or a class of pupils affected by an incident are transferring to a new school, it would be useful to brief the Principal of the new school.*
- *Decide on appropriate ways to deal with anniversaries and be sensitive to special days e.g. birthdays, Mothers' day, Fathers' day etc.*
- *Acknowledge anniversaries with the family.*
- *Plan a school memorial service e.g. plant tree.*
- *Care of deceased person's possessions – what are the parents' wishes?*
- *Update and amend school records.*

Resources

- *“Young People and Loss, A Handbook for Schools” – Robin Cooper*
- *“Silver Linings: Community Crisis Response” - Rainbows*
- *“Responding to Critical Incidents – Resource Materials for Schools”-DES*
- *“Responding to Critical Incidents – Guidelines for Schools” - DES*

Foireann Bainistíochta/Critical Incident Management Team

Ceannaire/Team Leader: Aoife Ní Scolai/ Ciarán Ó Maonaigh

Teagmháil le Gardai/Garda Liaison Role: Aoife Ní Scolai/ Ciarán Ó Maonaigh

Teagmháil le Foireann na Scoile/Staff Liaison Role: Aoife Ní Scolai/ Ciarán Ó Maonaigh

Teagmháil leis an Phobal/Community Liaison Role: Aoife Ní Scolai and member of BOM

Teagmháil lena Meáin/Media Liaison Role: Aoife Ní Scolai / Ciarán Ó Maonaigh/ member of BOM

*Teagmháil le Tuismitheoirí agus Daltai/Parent and Student Liaison Role: Aoife Ní Scolai / Caitríona
Magner/ Maedhbh Farrelly/ member of BOM*

Riarthóir: Líadain von der Decken (Rúnaí na Scoile)

Review This policy will be reviewed January 2022.

Siniú: _____

Cathaoirleach an Bhord Bainistíochta

Dáta:

Siniú: _____

Príomhoide