	<b>Scoil Bhríde Athgarvan</b> <b>CRITICAL INCIDENT POLICY</b>
	Date ratified by BOM: June 2022 Next Scheduled Review Date: June 2024
Scoil Bhríde Athgarvan, The Curragh, Co. Kildare Principal: Marion Sherlock Email: <a href="mailto:Principal@scoilbhrideathgarvan.com">Principal@scoilbhrideathgarvan.com</a> Roll Number: 13350B Ph: 045 441 645 <a href="http://www.scoilbhrideathgarvan.com">www.scoilbhrideathgarvan.com</a> email: <a href="mailto:emerstuddert@scoilbhrideathgarvan.com">emerstuddert@scoilbhrideathgarvan.com</a>	

## CRITICAL INCIDENT PLAN

### Designated Roles and Responsibilities of Critical Incident Management Team (CIMT)

A CIMT has been established in Scoil Bhríde 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

Role	Name
<b>Team leader:</b>	<ul style="list-style-type: none"> <li>● Principal – Marion Sherlock</li> <li>● Chairperson of B.O.M. – Noreen Duggan</li> </ul>
<b>Family Liaison Role:</b>	<ul style="list-style-type: none"> <li>● Principal - Marion Sherlock</li> <li>● Deputy Principal - Margaret Ryan</li> </ul>
<b>Garda Liaison</b>	<ul style="list-style-type: none"> <li>● Principal – Marion Sherlock</li> <li>● Chairperson of B.O.M. – Noreen Duggan</li> </ul>
<b>Staff Liaison</b>	<ul style="list-style-type: none"> <li>● Deputy Principal – Margaret Ryan</li> <li>● Dara Cosgrove</li> <li>● Sinéad Kelly</li> </ul>
<b>Student Liaison</b>	<ul style="list-style-type: none"> <li>● Margaret Ryan</li> <li>● Karen Breslin</li> <li>● Michelle Burke</li> <li>● Orla Hanrahan</li> </ul>
<b>Community/Agency Liaison</b>	<ul style="list-style-type: none"> <li>● Principal – Marion Sherlock</li> <li>● Chairperson of B.O.M. – Noreen Duggan</li> </ul>
<b>Parent Liaison</b>	<ul style="list-style-type: none"> <li>● Michelle McGreal</li> <li>● John O’Sullivan</li> </ul>
<b>Communication/Media Liaison</b>	<ul style="list-style-type: none"> <li>● Principal – Marion Sherlock</li> <li>● Chairperson of B.O.M. – Noreen Duggan</li> <li>● Deputy Principal – Margaret Ryan</li> </ul>
<b>Pastoral / Chaplaincy</b>	<ul style="list-style-type: none"> <li>● Deputy Principal - Margaret Ryan</li> <li>● Fr. Micheal (Chaplin) / Fr. Ruairí (Parish Priest)</li> </ul>



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The members of the CIMT will meet annually to review the CIP.  
Each member of the CIMT has a dedicated critical incident folder. This contains a copy of the policy and plan and materials particular to their role, to be used in the event of an incident. A Master Copy is held in the School Office.

### Short term actions – Day 1

**To use in conjunction with Section 10.4 and 11.**

Task	<input checked="" type="checkbox"/>	Name	
<b>Short-Term Actions (Day 1)</b> <ul style="list-style-type: none"> <li>● Gather accurate information - who, what, when, where?</li> <li>● Immediate contact with families involved in incident</li> <li>● Contact with families of the other children affected (option: in school support withdrawal by family)</li> <li>● Ensure a quiet place can be made for pupils/staff</li> <li>● Rooms will be made available as follows:               <ul style="list-style-type: none"> <li>○ Orla's Resource Room</li> <li>○ Karen / Michelle's Resource Room</li> </ul> </li> <li>● Secure the school/yard/area if necessary, remove onlookers.</li> <li>● Initiate evacuation/Fire Drill procedures.</li> <li>● Locate NEPS publications/resource pack.</li> <li>● Locates relevant additional policies to adhere to and provide guidance, depending on the nature of the CI, e.g. Child Safeguarding Policy, First Aid Policy, Administration of Medication Policy, Fire Drill and Evacuation Policy, Emergency Closure Procedure.</li> <li>● Alerts CIMT members to the CI and convenes a meeting as early as possible – specify time and place clearly.</li> <li>● Establish contact with absent staff and pupils.</li> </ul>	<input type="checkbox"/>	Team Leader / Staff Liaison	
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
	Contact external agencies, clergy, NEPS etc		<input type="checkbox"/>



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<p><i>This may have been done prior to CIMT meeting with Principal/Team Leader, e.g.:</i></p> <ul style="list-style-type: none"> <li>- Emergency services</li> <li>- NEPS psychologists</li> <li>- BOM chair</li> <li>- DES/Inspector</li> </ul>		
<ul style="list-style-type: none"> <li>● Assign tasks within the group and review policy for roles and responsibilities.</li> <li>● Agree a common statement regarding the incident – for students, parents, staff, media.</li> <li>● Decide how news will be communicated to different groups.</li> <li>● Agree a time to reconvene later today.</li> </ul> <p>Arrange supervision for students for the purpose of convening a staff meeting today asap.</p> <p>Agree a timetable for the day and liaise with the secretary / administrator regarding letters/texts/phone calls required.</p>		Team Leader & CIMT personnel
<p><b>Media Briefing</b></p> <ul style="list-style-type: none"> <li>● Establish whether there will be media interest and prepare and agree media statement and deal with media</li> <li>● Designate a spokesperson. (Leader)</li> <li>● Students and staff will be discouraged from dealing with the media.</li> <li>● Prepare a brief statement. (Team)</li> <li>● Protect the family's privacy.</li> <li>● Gather accurate information:             <ol style="list-style-type: none"> <li>1. What happened, where and when?</li> <li>2. What is the extent of the injuries/fatalities?</li> <li>3. How many are involved and what are their names?</li> <li>4. Is there a risk of further injury?</li> <li>5. What agencies have been contacted already?</li> </ol> </li> </ul>	<hr/> <hr/> <hr/> <hr/>	Team Leader, Staff Liaison, all staff.



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<p><b>Arrange Meetings</b></p> <ul style="list-style-type: none"> <li>• Convene a meeting with Key Staff/Critical Management Team (8.30 a.m. Day 2).</li> <li>• Organise a staff meeting, if appropriate. (9.00 a.m. Day 2)</li> <li>• Organise timetable/routine for the day. (Adhering to the normal school routine is important, if this is possible).</li> <li>• Relay what rooms will be available during the day and their intended purpose.</li> </ul>	<p>Team Leader &amp; CIMT personnel</p>
<p><b>Organise Timetable for the day to include additional supervision if required</b></p> <p>It is recommended, as far as possible, to maintain normal routines to provide -</p> <ul style="list-style-type: none"> <li>a sense of safety, structure and familiarity; however, for the most immediately affected children, or siblings of those affected, greater flexibility to structured curriculum work should be considered. No new lessons or exams should take place, and students should have short lessons with increased and regular break periods in the immediate aftermath. More creative/flexible activities could be considered, e.g. Art, PE.</li> </ul>	<p>Student Liaison</p>
<p><b>Absences</b></p> <ul style="list-style-type: none"> <li>• Class teachers to take note of any absentees who might need to be contacted, list of friends etc., or any other relevant information and give to the Student Liaison person</li> <li>• Contact absent staff</li> </ul>	<p>Class Teachers, Student Liaison</p> <p>Staff Liaison</p>
<p><b>Liaise with Family</b></p> <ul style="list-style-type: none"> <li>• To inform parents/guardians of those directly involved with the incident by phone.</li> </ul>	<p>Family Liaison</p>



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<ul style="list-style-type: none"> <li>• Arrange a home visit by two staff representatives within 24 hours, if appropriate. (Principal + Class Teacher/ Chairperson)</li> <li>• Have regard for different religious traditions and faiths.</li> </ul> <p><b>Support Materials</b></p> <ul style="list-style-type: none"> <li>• Distribute appropriate documents and literature to staff and discuss how to share facts with the students as advised by NEPS / support services if appropriate</li> </ul> <p><b>Vulnerable Pupils</b></p> <ul style="list-style-type: none"> <li>• Identify vulnerable students (siblings/close friends/relatives/those with social, emotional or behavioural difficulties or learning difficulties/ anyone recently suffering loss or bereavement or relationship breakdown).</li> <li>• Decide on mechanism for feedback from teachers on vulnerable students.</li> <li>• Discuss the importance of cultural sensitivities.</li> </ul>		<p style="text-align: center;">Staff Liaison</p> <p style="text-align: center;">Class teachers Student Liaison</p>
<p><b>Informing Parents</b></p> <ul style="list-style-type: none"> <li>• Decide how news will be communicated to different groups following decisions made at CIMT meeting with agreed statement of facts</li> <li>• Provide official letter / email to parents to outline the school's response, with additional literature or handouts as appropriate</li> <li>• Provide information on supports available</li> </ul>		<p style="text-align: center;">Team Leader Parent Liaison Administrator</p>
<p><b>Informing Pupils</b></p> <ul style="list-style-type: none"> <li>• Students need to be with people they know and trust so, if at all possible, it is better that teachers and other school staff provide support</li> </ul>		<p style="text-align: center;">Student Liaison Class Teachers, Team Leader if required</p>



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<p>for the students. The external “expert” should be primarily used to advise and support school staff.</p> <ul style="list-style-type: none"> <li>Inform students class by class, ideally in classrooms – following decisions made at CIMT meeting with agreed statement of facts (<i>close friends and students with learning difficulties may need to be told separately</i>). Staff will act will in accordance with advice given by NEPS.</li> <li>Resource and auxiliary staff should be available to provide support to children upon hearing of the incident.</li> </ul>	<p>—</p> <p>—</p>	
<p><b>Staff Briefing</b></p> <ul style="list-style-type: none"> <li>Hold end of day staff briefing</li> <li>Ensure parents are informed if school needs to be dismissed early to facilitate this.</li> <li>Inform staff of EAS service and need to monitor their own and their colleagues’ well-being.</li> </ul>		<p>Team Leader All Staff Staff Liaison Administrator</p>
<p><b>School Closure</b></p> <ul style="list-style-type: none"> <li>Make a decision about school closure (it is advisable that school remains open and normal routine is maintained if possible).</li> </ul>		<p>Team Leader/BOM.</p>

**Medium term actions - (Day 2 and following days: 24-72 hours) See Section 12**

Task	☑	Name
<p><b>CMIT Meeting</b></p> <ul style="list-style-type: none"> <li>Convene the CIMT to review the events of the previous day. (e.g. 8am)</li> <li>Review the events of the first 24 hours and subsequent days:               <ul style="list-style-type: none"> <li>What has been done to date?</li> <li>Relay the decision about school closure or decision to remain open and if so, agree a schedule for the day, including meetings planned.</li> </ul> </li> </ul>		<p>Team leader CIMT</p>



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- Make decisions about funeral arrangements (what staff/students will attend)
- Agree the tasks for the day
- List items to be addressed by the Principal at the staff meeting.
- Review the list of vulnerable students that was gathered on day 1 and continue to monitor and adjust the list with the Student Liaison/class teachers. Staff to utilise Appendix 3 class teacher to liaise with parents.
- Decide arrangements for support meetings for parents/students/staff.
- Monitor CIMT's well-being and support their needs. Advise of EAS service.

### Staff Meeting

- Convene a staff meeting to brief staff on updates (e.g. 8.45am) and ensure parents have been informed if school commencement time is delayed to facilitate same, or arrange appropriate supervision of students, e.g. in GP hall whilst staff meeting held.
- Continue to monitor staff and support their needs.

Team Leader  
All staff  
Administrator.

### Contact Family

- Liaise with the family regarding funeral arrangements/memorial service.
- The principal will liaise with the family, to extend sympathy and clarify the family's wishes regarding the school's involvement in funeral/memorial service.
- Visit the affected/injured individual/family. Discuss arrangements and what supports are necessary to

Team Leader  
Family Liaison  
Staff as appropriate.




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<p>return to school (when appropriate) and measures to plan for reintegration into school life.</p> <ul style="list-style-type: none"> <li>Deliver to the family cards/notes/pictures from the affected/injured child's classmates/staff to let them know they are in their thoughts.</li> </ul>		
<p><b>Bereavement</b></p> <ul style="list-style-type: none"> <li>Meet with bereaved family. Agree on attendance and participation at funeral service and prepare for same, in liaison with the bereaved family and their wishes.</li> <li>Agree involvement of pupils/staff in liturgy if agreed with bereaved family. Facilitation of pupils/staffs' responses, e.g. Sympathy cards, flowers, book of condolences, etc. Ritual/vigil/service within the school.</li> <li>Deliver to the family cards/notes/pictures from the deceased child's classmates/staff to let them know they are in their thoughts.</li> </ul>		<p>Team Leader, Chaplain Staff as appropriate</p> <p>Student Liaison Staff Liaison Staff as appropriate</p>
<p><b>Student Support</b></p> <ul style="list-style-type: none"> <li>Arrange support for individual pupils, groups of pupils, and parents, if necessary as advised by NEPS (e.g. HSE support).</li> <li>Hold support/information meeting for parents/pupils, if necessary/ appropriate, in order to clarify what has happened.</li> <li>Arrange, in consultation with outside agencies, individual or group debriefings /classroom sessions, ideally between 10-14 days following a CI (if appropriate).</li> <li>Class teachers to continue to support students in their grief/shock/adjustment and encourage them to share feelings and experiences.</li> </ul>		<p>Relevant members of CIMT Student Liaison</p> <p>Team Leader Parent Liaison</p> <p>Team Leader Pupil Liaison Class teachers</p>
<p><b>CMIT Meeting</b></p> <ul style="list-style-type: none"> <li>Convene a CIMT meeting at the end of the school day, each day in the immediate days following CI.</li> </ul>		<p>Team Leader CIMT.</p>



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<b>Reopening School</b> <ul style="list-style-type: none"> <li>If school closure has occurred, plan steps and timeframe to reopen and ensure timely communication to all.</li> </ul>	Team Leader CIMT.
<b>BOM Meeting</b> <ul style="list-style-type: none"> <li>Convene an extraordinary BOM meeting if required</li> </ul>	Team Leader

### Follow-up – beyond 72 hours

Task	<input checked="" type="checkbox"/>	Name
<b>Monitor Students</b> <ul style="list-style-type: none"> <li>Monitor students for signs of continuing distress/upset.</li> </ul> <i>See Appendix 3</i> <p>If, over a prolonged period of time, a student continues to display the following, he/she may need assistance from Health Board through GP referral</p> <ol style="list-style-type: none"> <li>Uncharacteristic behaviour</li> <li>Deterioration in academic performance</li> <li>Physical symptoms - e.g. weight loss/gain, lack of attention to appearance, tiredness, restlessness</li> <li>Inappropriate emotional reactions</li> <li>Increased absenteeism</li> </ol>	<input checked="" type="checkbox"/>	Class teachers Student Liaison, Principal Parents.
<b>Monitor Staff</b> <ul style="list-style-type: none"> <li>Monitor staff well-being and ongoing requirements for support, training or other.</li> </ul>	<input type="checkbox"/>	CIMT All staff Staff Liaison
<b>Return to School</b> <ul style="list-style-type: none"> <li>Plan for return of bereaved/affected/injured student(s).</li> </ul>	<input type="checkbox"/>	Principal Family Liaison All Staff



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<p><b>Return Belongings</b></p> <ul style="list-style-type: none"> <li>• Arrange for return of decease's belongings to family.</li> </ul>		<p>Team Leader Family liaison.</p>
<p><b>Updates</b></p> <ul style="list-style-type: none"> <li>• Continue to provide updates to all parties when new information is available as appropriate</li> </ul>		<p>CIMT</p>
<p><b>Memorials</b></p> <ul style="list-style-type: none"> <li>• Decide on memorials and anniversaries and be sensitive to significant days.</li> </ul>		<p>BOM Staff, Family Liaison</p>
<p><b>Review CIP</b></p> <ul style="list-style-type: none"> <li>• Evaluate response to incident and amend CIP as required.</li> <li>• Inform new staff of pupils affected by CI.</li> <li>• Ensure staff are aware of updated CIP.</li> </ul>		<p>CIMT, Staff, BOM</p>
<p><b>Long Term Disruptions</b></p> <ul style="list-style-type: none"> <li>• Plan for and manage any long-term disturbances or commitments, such as inquests, legal proceedings, etc.</li> </ul>		<p>Team Leader.</p>