

# CRITICAL INCIDENT MANAGEMENT POLICY COLÁISTE CLAVIN 2023



*Coláiste Clavin* 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, through Principal, Eimear Flanagan, has drawn up a Critical Incident Management Plan as one element of the school's policies and plans.

## Review and Research

The CIMT have consulted resource documents available to schools on [www.education.ie](http://www.education.ie) and [www.nosp.ie](http://www.nosp.ie) including:

- Responding to Critical Incidents Guidelines and Resources for Schools (NEPS 201 6)
- Suicide Prevention in Schools: Best Practice Guidelines (IAS, National Suicide Review Group (2002)
- Suicide Prevention in the Community - A Practical Guide (HSE 2011)
- Well-Being in Post-Primary Schools Guidelines for Mental Health Promotion and Suicide Prevention (DES, DOH, HSE 2013)
- Well-Being in Primary Schools - Guidelines for Mental Health Promotion (DES, DOH, HSE 201 5)

## Define what you mean by the term 'critical incident'

The staff and management of *Coláiste Clavin* recognise a critical incident to be "an incident or sequence of events that 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. Types of incidents might 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*
- *An accident/tragedy in the wider community*
- *Serious damage to the school building through fire, flood, vandalism, etc*
- *The disappearance of a member of the school community*

## **Aim**

The aim of the CIMP is to help school management and staff to react quickly and effectively in the event of an incident, to enable us to maintain a sense of control and to ensure that appropriate support is offered to students and staff. Having a good plan should also help ensure that the effects on the students and staff will be limited. It should enable us to effect a return to normality as soon as possible.

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

We have put systems in place to help to build resilience in both staff and students, 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**

- Evacuation plan formulated
- Regular fire drills occur
- Fire exits and extinguishers are regularly checked
- Pre-opening supervision in the school yard (possibly include details)
- School Entrance doors locked during class time
- Screening of all persons seeking to enter the school during the school day
- Limited access to contractors to school grounds, during class or school day

### **Psychological safety**

The management and staff of *Coláiste Clavin* 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 and to provide opportunities for reflection and discussion.

- Social, Personal and Health Education (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; 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
- Staff have access to training for their role in SPHE
- Staff are familiar with the Child Protection Guidelines and Procedures and details of how to proceed with suspicions or disclosures
- Information is regularly provided on mental health in general and such specific areas as signs and symptoms of depression and anxiety
- Staff are informed in the area of suicide awareness and some are trained in interventions for suicidal students
- The school has developed links with a range of external agencies – TUSLA, NEPS, OUTCOMERS, JIGSAW
- Inputs to students 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. See DES Circulars 0023/2010 (Post-Primary)
- The school has a clear policy on bullying and deals with bullying in accordance with this policy
- There is a care system in place in the school using the "Continuum of Support" approach which is outlined in the NEPS documents published on 2010 for post primary schools. See also Student

Support Teams in Post Primary Schools (2014). These documents are available on [www.education.ie](http://www.education.ie)

- Students who are identified as being at risk are identified by the Pastoral Care team, and are referred to the designated staff member (e.g. guidance counsellor or support teacher as required), 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.
- Staff are informed about how to access support for themselves at present through Spectrum Life.

### **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. The members of the team will meet annually to review and update the policy and plan. Each member of the team 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.

**Team leader:** *(Eimear Flanagan, Principal)*

**Deputy Team leader** *(Orla McBride, Deputy Principal)*

#### **Role**

- Alerts the team members to the crisis and convenes a meeting
- Coordinates the tasks of the team
- Liaises with the Board of Management; DES; NEPS; SEC
- Liaises with the bereaved family

**Garda liaison** *(Eimear Flanagan, Principal)*

#### **Role**

- Liaises with the Gardaí
- Ensures that information about deaths or other developments is checked out for accuracy before being shared

**Staff liaison** *(Orla McBride)*

#### **Role**

- Leads briefing meetings for staff on the facts as known, gives staff members an opportunity to express their feelings and ask questions, outlines the routine for the day
- Advises staff on the procedures for identification of vulnerable students
- Provides materials for staff (from their critical incident folder)
- Keeps staff updated as the day progresses
- Is alert to vulnerable staff members and makes contact with them individually
- Advises them of the availability of the EAS and gives them the contact number.

**Student liaison** *(Denise Farrell)*

#### **Role**

- At post-primary level, may co-ordinate information from tutors and year heads about students they are concerned about
- Alerts other staff to vulnerable students (appropriately)

- Provides materials for students (from their critical incident folder)
- Maintains student contact records (R1).
- Looks after setting up and supervision of 'quiet' room where agreed

### **Community/agency liaison** (*Eimear Flanagan*)

#### **Role**

- Maintains up to date lists of contact numbers of
  - Key parents, such as members of the Parents Council
  - Emergency support services and other external contacts and resources
- Liaises with agencies in the community for support and onward referral
- Is alert to the need to check credentials of individuals offering support
- Coordinates the involvement of these agencies
- Reminds agency staff to wear name badges
- Updates team members on the involvement of external agencies

### **Parent liaison** (*Grace Coyne*)

#### **Role**

- Visits the bereaved family with the team leader
- Arranges parent meetings, if held
- May facilitate such meetings, and manage 'questions and answers'
- Manages the 'consent' issues in accordance with agreed school policy
- Ensures that sample letters are typed up, on the school's system and ready for adaptation
- Sets up room for meetings with parents
- Maintains a record of parents seen
- Meets with individual parents
- Provides appropriate materials for parents (from their critical incident folder)

### **Media liaison** (*Eimear Flanagan*)

#### **Role**

- 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)
- In the event of an incident, will liaise where necessary with the SEC; relevant teacher unions etc.
- Will draw up a press statement, give media briefings and interviews (as agreed by school management)

### **Administrator** (*Gabrielle Bushe, Geraldine Monahan*)

#### **Role**

- 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 schools system in advance and ready for adaptation
- Prepares and sends out letters, emails and texts
- Photocopies materials needed
- Maintains records

### **Record keeping (Eimear Flanagan)**

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, persons met, interventions used, material used etc.

(*Gabrielle Bushe, Geraldine Monahan*) will have a key role in receiving and logging telephone calls, sending letters, photocopying materials, etc.

### **Confidentiality and good name considerations**

Management and staff of (*Coláiste Clavin*) have a responsibility to protect the privacy and good name of people involved in any incident and will be sensitive to the consequences of public statements. Members of school staff will bear this in mind, and seek to ensure that students do so also, e.g. the term 'suicide' will not be used unless there is solid information that death was due to suicide, *and* that the family involved consents 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.

<b>Critical Incident Rooms</b>	
In the event of a critical incident, the following rooms are designated for the indicated purposes	
<b>Room Name:</b>	<b>Designated Purpose:</b>
<i>Board Room, Library</i>	Main room for meeting staff
<i>Assembly Area/Le Cheile, Guidance Rooms</i>	Meetings with students
<i>Assembly Area / Library/Board Room</i>	Meetings with parents
<i>Board Room</i>	Meetings with media
<i>Le Cheile, Guidance Rooms</i>	Individual sessions with students
<i>Board Room</i>	Meetings with other visitors

### **Consultation and communication regarding the plan**

All staff were consulted and their views canvassed in the preparation of this policy and plan. Students and parent/guardian representatives were also consulted and asked for their comments.

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.

All new and temporary staff will be informed of the details of the plan by Principal Eimear Flanagan

The plan will be updated annually on the 1<sup>st</sup> October

<b>Critical Incident Management Team</b>		
<b>Role</b>	<b>Name</b>	<b>Phone</b>
<b>Team leader:</b>	<i>Eimear Flanagan Orla McBride</i>	
<b>Garda liaison</b>	<i>Eimear Flanagan</i>	
<b>Staff liaison</b>	<i>Orla McBride</i>	
<b>Student liaison</b>	<i>Kathleen Durkan Stacey Higgins Evelyn Lee</i>	
<b>Community liaison</b>	<i>Grace Coyne Catrín McGrath</i>	
<b>Parent liaison</b>	<i>Eimear Flanagan Grace Coyne Catrín McGrath</i>	
<b>Media liaison</b>	<i>Eimear Flanagan</i>	
<b>Administrator</b>	<i>Gabrielle Bushe Geraldine Monahan Monica Donegan</i>	

## Short term actions – Day 1

<b>Task</b>	<b>Name</b>
<b>Gather accurate information</b>	Eimear Flanagan Orla McBride
<b>Who, what, when, where?</b>	
<b>Convene a CIMT meeting – specify time and place clearly</b>	Eimear Flanagan
<b>Contact external agencies</b>	Eimear Flanagan Orla McBride
<b>Arrange supervision for students</b>	Orla McBride Year Heads
<b>Hold staff meeting</b>	<b>All staff</b>
<b>Agree schedule for the day</b>	Eimear Flanagan Orla McBride
<b>Inform students – (close friends and students with learning difficulties may need to be told separately)</b>	Elaine Tiernan Evelyn Lee Year Heads
<b>Compile a list of vulnerable students</b>	Elaine Tiernan Evelyn Lee Year Heads

<b>Prepare and agree media statement and deal with media</b>	Eimear Flanagan Fiona Kindlon
<b>Inform parents</b>	Eimear Flanagan Orla McBride Fiona Kindlon
<b>Hold end of day staff briefing</b>	Eimear Flanagan Orla McBride

## Medium term actions - (Day 2 and following days)

Task	Name
Convene a CIMT meeting to review the events of day 1	Team leader Eimear Flanagan Orla McBride
Meet external agencies	Eimear Flanagan Orla McBride
Meet whole staff	Eimear Flanagan Orla McBride
Arrange support for students, staff, parents	Kathleen Durkan Stacey Higgins Eimear Flanagan Grace Coyne Orla McBride
Visit the injured	Eimear Flanagan Grace Coyne Catrín McGrath
Liaise with bereaved family regarding funeral arrangements	Eimear Flanagan
Agree on attendance and participation at funeral service	Eimear Flanagan Orla McBride Year Heads
Make decisions about school closure	BOM Eimear Flanagan Fiona Kindlon



## Follow-up – beyond 72 hours

Task	Name
Monitor students for signs of continuing distress	Class teachers Year Heads Guidance Teachers SNU Coordinator
Liaise with agencies regarding referrals	Eimear Flanagan Orla McBride Year Heads SNU Coordinator Guidance teachers
Plan for return of bereaved student(s)	Eimear Flanagan Orla McBride Relevant Year Head Guidance counsellor
Plan for giving of 'memory box' to bereaved family	Eimear Flanagan Relevant class tutor/Year Head
Decide on memorials and anniversaries	BOM/Staff, parents and students
Review response to incident and amend plan	Staff/BOM

# EMERGENCY CONTACT LIST

## School Eircode A83 DX96

AGENCY	CONTACT NUMBERS
Garda	Trim Station 046 9481540
Hospital	Navan Hospital – 046 9078500 Mullingar Hospital - 044 9340221
Fire Brigade / Ambulance	999
Local GPs	Longwood Health Centre – Dr Claire O’Neill 046 9555006
Fiona Kindlon Director of Schools	086 1382388
TUSLA Child and Family Agency Navan	046 9098560
Child and Family Mental Health Service (CAMHS)	946 9420803
School Inspector	Lisa White
NEPS Psychologist	Deirdre Conway 01 865 0780
Parents Association Representative	Jean Dorran
Board of Management Representative	Seamus Ryan
Clergy	Fr Tom Gilroy 044 9375554 Rev Paul Bogle 046 9436698
Employee Assistance Service	1800 411 057