

**Scoil Baile an Droichid,
Bridgetown,
Co. Clare.
18467B**

CRITICAL INCIDENT MANAGEMENT PLAN

Introduction:

Scoil Baile an Droichid aims to protect the well-being of its students and staff by providing a safe and nurturing environment at all times. As stated in the school ethos and mission statement of Scoil Baile an Droichid, we aim to promote the full and harmonious development of all aspects of the person of the pupil.

The school has taken a number of measures to create a coping, supportive and caring ethos in the school. The school has also formulated a number of policies and procedures to be followed with a view to ensuring the physical and psychological safety of both staff and students during the normal course of the school day and in the event of a critical incident.

Such policies include:

- Health & Safety Policy
- Pastoral Care Policy
- Anti-Bullying Policy
- Code of Behaviour
- SPHE Programme

Definition of a Critical Incident:

Scoil Baile an Droichid recognises a critical incident to be 'an incident or sequence of events that overwhelms the normal coping mechanisms of the school and disrupts the normal running of the school.'

Critical incidents may involve students, staff, the school or the local community. Examples of a critical incident may be:

- The death of a member of the school community, through sudden death, accident, suicide or terminal illness.
- A serious accident or tragedy in the school community
- Serious damage to the school through fire, flooding, vandalism etc
- The disappearance of a member of the school community
- A physical attack on a student or staff member
- Intrusion into the school

Aims of the Plan:

The aim of the Critical Incident Plan is that in the event of such an incident as outlined above, the plan will help staff and management to react quickly and effectively and to maintain control of the situation. The plan will also help the school to return to normality as soon as possible and limit the affects of the incident on staff and students.

Critical Incident Management Team:

Scoil Baile an Droichid has set up a Critical Incident Management Team consisting of the following personnel:

Principal	Orlaith Foster
Deputy Principal	Patricia Furlong
Secretary	Robina Jones
Priests of the parish	Fr. Paddy McMahon
	Fr. James Grace

The Critical Incident Management Team may co-opt other members of staff to assist them, should they deem it necessary.

The Principal will act as Team Leader or in her absence, the Deputy Principal.

Role of Team Leader:

- The Team Leader alerts team members to the crisis and convenes a meeting of the team
- Co-ordinates/delegates tasks to the other team members
- Liaises with the Board of Management and the Department of Education
- In case of bereavement, liaises with the bereaved family

Other areas of responsibilities, which may be delegated by the Team Leader to other members of the team would include:

- Contacting emergency support services
- Briefing and advising the staff and noting their feelings and concerns
- Organising the supervision of students in the school
- Keeping the staff up-dated on information/developments/progress
- Meeting students to brief them on the situation
- Taking care of 'vulnerable students/teachers'
- Liaising with external agencies for support or referrals
- Liaising with school organisations such as Parents Association etc
- Meeting with individual parents/groups of parents
- Visiting bereaved families or families closely associated with the incident
- Preparing a press release and liaising with the media
- Preparation of an 'Incident Room'

Record Keeping:

All team members will keep written records of phone calls, letters, meetings, interventions etc

Confidentiality:

The school is conscious of its 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.

Emergency Contact Numbers

AGENCY	NUMBER
Garda Station	
Ambulance	
Hospital	
Parochial House	
Fire Brigade	
Department of Education & Science	
Psychologist/Counsellor	

