



## **CRITICAL INCIDENT MANAGEMENT POLICY (CIMP)**

Gaelscoil Faithleann 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 (BOM), through school principal, Lisa Ní Iarlaithe, has drawn up a CIMP as one element of the school's policies and plans.

### **Review and Research**

The Critical Incident Management Team (CIMT) has 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, 2016)
- 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 2015)

### **Define what is meant by the term 'critical incident'**

The staff and management teams at Gaelscoil Faithleann 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.
- 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 affect 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
- Main entrance door closed during school hours
- Rules of the playground

### **Psychological safety**

The management and staff of Gaelscoil Faithleann 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 delivering the SPHE curriculum
- Staff members are familiar with the Child Safeguarding Statement and Risk Assessment Policy and details of how to proceed with concerns or disclosures
- Books and resources on difficulties affecting the primary school student are available
- Information is provided on mental health in general and such specific areas as signs and symptoms of depression and anxiety
- Staff are informed in suicide awareness
- The school has developed links with a range of external agencies including National Educational Psychological Service (NEPS).
- 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 0022/2010 (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 in 2007 for



primary schools and 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 referred to the designated staff member (special education teacher), 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.

### **Critical Incident Management Team (CIMT) An Fhoireann**

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.

### **Ceannaire na Fóirne: Lisa Ní Iarlaithe**

#### **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
- Liaises with the bereaved family

(Treasa Uí Scannláin will take the lead in the absence of the team leader.)

### **Teangmhálaí leis na Gardaí: Lisa Ní Iarlaithe**

#### **Role**

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

### **Teangmhálaí Fóirne scoile: Jamie Ó Súilleabháin**

#### **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 contacts them individually
- Advises them of the availability of the EAS and gives them the contact number.

### **Teangmhálaí na bPáistí: Jamie Ó Súilleabháin**

#### **Role**



- 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

## **Teangmhálaí an Phobail: Treasa Uí Scannláin**

### **Role**

- Maintains up to date lists of contact numbers of
  - Key parents, such as members of the Parents Association
  - 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

## **Teangmhálaí na dTuistí: Treasa Uí Scannláin**

### **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)

## **Teangmhálaí leis na Meáin: Lisa Ní Iarlaithe**

### **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 relevant teacher unions etc.
- Will draw up a press statement, give media briefings and interviews (as agreed by school management)

## **Rúnaí: Erin Ní Bhunnáin**

### **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 school's system in advance and ready for adaptation
- Prepares and sends out letters, emails and texts
- Photocopies materials needed
- Maintains records

### **Record keeping (All staff members)**

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.

Erin Ní Bhunnáin, school secretary, 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 Gaelscoil Faithleann 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.

#### **Critical Incident Rooms**

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>Seomra Fóirne</i>	Main room for meeting staff
Individual classrooms	Meetings with students
<i>Seomra Lisa</i>	Meetings with parents
<i>Os comhair na scoile</i>	Meetings with media
<i>Seomra S.E.T</i>	Individual sessions with students



Oifig/Fáiltiú	Meetings with other visitors
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### **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 Lisa Ní Iarlaithe

The plan will be updated annually during Term 1 if required.

### **Roles and Responsibility**

- All staff have responsibility for the implementation of this policy.
- The Principal will initiate the review in as required.

### **Review of Policy**

This policy is subject to review at the discretion of the Board of Management and will be kept under on-going review. It will be reviewed as the need arises.

### **Availability of Policy**

This policy has been made available to school personnel and provided to the Parent Association.

### **Implementation Date**

These procedures will apply following ratification of the next Board of Management meeting in November 2023.

### **Ratification and Communication**

The Board of Management officially ratified the policy on

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Signed: \_\_\_\_\_  
Chairperson

Date: 10/5/2023



# Gaelscoil Fathleann

Uimhir Rolla 19941 I

An Pháirc, Cill Airne, Co Chiarraí. V93 WP62  
Guthán: 064 6634930 Ríomhphost: oifig@gsfaithleann.ie



Signed: \_\_\_\_\_  
Principal

Date: 10/05/2023

Critical Incident Management Team		
Role	Name	Phone
Team leader:	Lisa Ní Iarlaithe	0861598908
Garda liaison	Lisa Ní Iarlaithe	0861598908
Staff liaison	Jamie Ó Súilleabháin	0871345321
Student liaison	Jamie Ó Súilleabháin	0871345321
Community liaison	Treasa Uí Scannláin	0876742776
Parent liaison	Treasa Uí Scannláin	0876742776
Media liaison	Lisa Ní Iarlaithe	0861598908
Administrator	Erin Ní Bhunnáin	0871328706

## Short term actions – Day 1

Task	Name
Gather accurate information	Lisa Ní Iarlaithe
Who, what, when, where?	Lisa Ní Iarlaithe with support of relevant staff members
Convene a CIMT meeting – specify time and place clearly	Principal's office
Contact external agencies	Treasa Uí Scannláin
Arrange supervision for students	Jamie Ó Súilleabháin
Hold staff meeting	All staff
Agree schedule for the day	In school management team (ISM)



<b>Inform students – (close friends and students with learning difficulties may need to be told separately)</b>	Lisa Ní Iarlaithe
<b>Compile a list of vulnerable students</b>	Jamie Ó Súilleabháin to coordinate with support from all teachers
<b>Prepare and agree media statement and deal with media</b>	Lisa Ní Iarlaithe with support from ISM
<b>Inform parents</b>	Treasa Uí Scannláin
<b>Hold end of day staff briefing</b>	Lisa Ní Iarlaithe

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

Task	Name
Convene a CIMT meeting to review the events of day 1	Lisa Ní Iarlaithe
Meet external agencies	Lisa Ní Iarlaithe/ Treasa Uí Scannláin
Meet whole staff	Lisa Ní Iarlaithe/ Treasa Uí Scannláin
Arrange support for students, staff, parents	Lisa Ní Iarlaithe/Treasa Uí Scannláin/Jamie Ó Súilleabháin
Visit the injured	Lisa Ní Iarlaithe/Treasa Uí Scannláin
Liaise with bereaved family regarding funeral arrangements	Lisa Ní Iarlaithe
Agree on attendance and participation at funeral service	Lisa Ní Iarlaithe with support of ISM
Make decisions about school closure	BOM and / or DES

## Follow-up – beyond 72 hours

Task	Name
Monitor students for signs of continuing distress	All staff
Liaise with agencies regarding referrals	Treasa Uí Scannláin and or individual teachers



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Plan for return of bereaved student(s)	Jamie Ó Súilleabháin
Plan for giving of 'memory box' to bereaved family	Lisa Ní Iarlaithe agus Treasa Uí Scannláin
Decide on memorials and anniversaries	BOM/Staff, parents and students
Review response to incident and amend plan	Staff/BOM

EMERGENCY CONTACT LIST	
AGENCY	CONTACT NUMBERS
<b>Garda</b>	Killarney Garda Station 064 66-71160
<b>Hospital</b>	University Hospital Kerry 066 71-84000
<b>Fire Brigade</b>	112 OR 999
<b>Local GPs</b>	0646632205/ <a href="tel:0646634111">064 663 4111</a>
<b>HSE</b>	041-6850300 OR 1850 24 1850
<b>Community Care Team</b> - includes all of the health and social care services outside of the hospital setting. Included are Public Health Nurses (PHN), Therapists and Social Workers.	Kerry Primary Care Teams: Callsave 1850 24 1850
<b>Child and Family Agency</b> - TUSLA (to report a concern about a child)	066 -7184501
<b>Child and Family Mental Health Service (CAMHS)</b>	066 71-44081
<b>School Inspector</b>	Mr Gerard Quirke
<b>NEPS Psychologist</b>	Cáit Ní Shúilleabháin 0874324092
<b>Department of Education and Skills (DES)</b>	090 6483600
<b>Irish National Teachers' Organisation (INTO)</b> - Teachers' trade union-providing protection, benefits, and support for teachers.	01 8047700
<b>Clergy:</b> Killarney Parish	An tAthair Seosamh Ó Beaglaói 0862498967 Fr Kieran O'Brien 0868248363
<b>Employee Assistance and Wellbeing Programme (EAWP)</b> - for Teachers, Special Needs Assistants, Clerical Officers and Caretakers employed in National Schools	1800 411 057