



Gaelscoil Dhroichead na Banndan,
Páirc Chathail Uí Mhuirthile,
Droichead na Banndan,
Co. Chorcaí.

Fón 023 8843378

Ríomhphost : gaelnabanndan@eircom.net

Suíomh Idirlín: www.gaelnabanndan.scoilnet.ie

Polasaí um Theagmhas Criticiúil/Critical Incident Policy

Introductory Statement

This policy was devised and formulated by the school community, involving Board of Management, parents and Staff of Gaelscoil Dhroichead na Banndan, in accordance with the Rules and Regulations of the Department of Education and Skills.

Ethos

Gaelscoil Dhroichead na Banndan is a co-educational, primary school, which strives to provide a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. While respect is paid to all religious and/or value systems, Gaelscoil Dhroichead na Banndan is a Catholic school under the patronage of An Foras Pátrúnachta.

The school supports the principles of inclusiveness, equality of access and of participation in school life, with respect for diversity of tradition, values, beliefs, languages and ways of life in society, whilst working within the context of the Rules and Regulations of the Department of Education and Science.

Aim

To outline the steps that should be taken to ensure an effective response to crisis situations.

What is a Critical Incident

A critical incident is any incident or sequence of events which overwhelms the normal coping mechanism of the school and disrupts the running of the school.

Examples

Death, major illness/outbreak of disease

Criminal Incidents (e.g. Dunblane shooting)

Major accidents, serious injury (e.g. Navan bus crash)

Suicide

Civil unrest, war (refugees may be traumatised by events that happened elsewhere)

Fire, natural and technological disaster (e.g. school ceiling collapsing)

Disappearance of student from home or school

Unauthorised removal of student from school or home

Sainmhíniú.

Agus an plean á fhorbairt againn, ní mór dúinn sainmhíniú a thabhairt ar cad is Teagmhas Criticiúil ann. Is féidir féachaint orthu mar theagmhais a sháraíonn gnáth mheicníochtaí déileála na scoile agus a chuireann isteach ar reáchtáil na scoile. Ní ar an mbealach céanna i gcónaí a bheidh an plean á chur i bhfeidhm, mar go mbraithfidh sé sin cuid mhór ar an gcineál teagmhais a bheidh i gceist. Seo a leanas roinnt samplaí de thárlúintí a chuirfeadh isteach ar rith na scoile:

*Cailliúint duine de phobal na scoile trí bhás tobann, timpiste nó féinmharú
Timpiste ag baint le daltaí nó baill foirne ar shuíomh na scoile nó lasmuigh di
Ionsaí fisiciúil ar dhalta(i) nó ar bha(i)ll foirne*

Eachtra buirgléireachta ar scoil.

*Dochar tromchúiseach d'fhoirgneamh na scoile de bharr dóiteáin/tuillte
Duine de phobal na scoile a dhul ar iarraidh
Timpiste / tragóid sa phobal máguaird.*

Critical Incidents Management Team

Leadership Role: Principal –Seán ó Láimhín / Chairperson of B.O.M. – Traolach Ó Donnabháin

Communication Role: Principal - Seán ó Láimhín / Chairperson of B.O.M.- Traolach Ó Donnabháin

Student Liaison/ Counselling Role: Teacher from S.M.T.

Family Liaison Role: Deputy Principal

Parents Association Rep: Chairperson of Association,

Board of Management Rep:

National Educational Psychological Services Rep: Psychologist Appointed to the School

Foireann Bainistíochta do Theagmhais Chriticiúla

Beidh Foireann Bhainistíochta do Theagmhais Chriticiúla ag an scoil. Ar an bhfoireann seo beidh an Príomhoide, Príomhoide Cúnta, maraon le duine amháin ainmnithe ag an bhfoireann teagaisc, ionadaí de chuid Choiste na dTuismitheoirí. Ionadaí ó NEPS agus duine ainmnithe ag an mBord Bainistíochta.

Roles and Responsibilities:

Leadership Role:

Intervention

Confirm the event

Activate the C.I. response team

Express sympathy to family

Clarify facts surrounding event

Make contact with other relevant agencies

Contact and inform Family/Friends of incident

Establish lines of communication with agencies dealing with incident with a view to being kept informed of developments as they occur.

Decide whether a site visit is appropriate (Site visit by Principal or person nominated by Principal)

Decide how news will be communicated to different groups (staff, pupils, outside school)

Post-intervention

Ensure provision of on-going support to staff and students

Facilitate any appropriate memorial events

Review plan

Communication Role:

Intervention

With team prepare a public statement

Organise designated room to address media promptly

Ensure telephone line free for outgoing and important incoming calls

Liaison with relevant outside support agencies

Post-intervention

Review and evaluate effectiveness of communication response

Student Liaison/ Counselling Role:

Intervention

Outline specific services available in school

Put in place clear referral procedures

Address immediate needs of pupils/staff

Decide on information to be presented to children with team leader

Provide information on counselling services available

Post-intervention

On-going support to vulnerable students

Monitor class most affected

Refer on, as appropriate

Review and evaluate plan

Family Liaison Role:

Intervention

Coordinate contact with families (following first contact by C.I. Team Leader)

Keep families of pupils involved informed of current developments in incident.

Consult with family around involvement of school in possible events e.g. funeral service

Assist with all communication dealing with parents of any student affected by critical incident.

Post-intervention

Provide on-going support to bereaved/affected family/families

Involve as appropriate family in school liturgies/ memorial services

Offer to link family with community support groups.

Review and evaluate plan

Action Plan

Short-Term Actions (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 the other children affected (options - 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: School Hall

Gníomhartha Gearrthéarmacha (an chéad lá)

Baileofar eolas cruinn

Déanfar teagmháil le gníomh aireachtaí cuí (Seirbhísí éigeandála agus leighis. NEPS, An Bord Bainistíochta, An Roinn)

Beidh cruinniú idir na príomh bhaill foirne agus an fhoireann bainistíochta do theagmhais chriticiúla

Tionólfar cruinniú foirne

Eagrófar tráthchlár don lá

Coimeádfar rudaí mar is gnách chomh fada agus is féidir.

Cuirfear tuismitheoirí ar an eolas

Cuirfear daltaí ar an eolas

Déanfar teagmháil leis an teaghlach atá faoi mhéala

Ullmhófar ráiteas scríofa: fíricí maidir leis an teagmhas, cad atá déanta cheana féin, cad a dhéanfar, eolas dearfach faoin duine atá básaithe.

Ainmneofar duine chun labhairt leis na meáin, más gá. Coinneofar daltaí ar shiúl ó na meáin.

Socraigh teacht le chéile daltaí lena dtuismitheoirí, más gá

Contact appropriate agencies

Emergency services

Medical services

H.S.E Psychology Departments/Community care services

NEPS

B.O.M.

DES/Schools inspector

Convene a meeting with Key Staff/Critical Management Team (8.30 a.m.)

Organise a staff meeting, if appropriate. (9.00 a.m.)

Organise timetable/routine for the day (adhering to the normal school routine is important, if this is possible).

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

Arrange supervision of pupils

Liaise with the family regarding funeral arrangements/memorial service.

The Chaplain/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 + 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 pupils/staffs responses, eg Sympathy cards, flowers, book of condolences, etc.

Ritual within the school.

Seo leanas na gníomhartha meán téarmacha a leanfar:

Déanfar athbhreithniú iomlán

Eagrófar tacaíocht do dhaltaí aonair, do ghrúpaí de dhaltaí agus do thuismitheoirí más gá

Déanfar plean chun daltaí a thógáil le chéile arís

Tabharfar cuairt orthu siúd a gortaíodh

Déanfar teagmháil leis an teaghlach maidir le socraithe sochraide

Déanfar cinntí faoi rannpháirtíocht phobal na scoile sa tsochraid

Review the events of first 24 hours.

Reconvene Key Staff/Critical Incident Management Team. (8.30 a.m.)

Decide arrangements for support meetings for parents/pupils/staff.

Decide on mechanism for feedback from teachers on vulnerable students.

Have reviews Critical Incident Management Team meeting. (3.00 p.m.)

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 age group to talk separately (depending on age) 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: (with parental permission (permission slips to be included in enrolment forms)

Plan for the re-integration of pupils staff e.g., absentees, injured, siblings, close relative 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 parents' wishes and school management decisions and in consultation with close school friends. School closure

Request a decision on this form school management.

Longer Term Actions

Monitor Pupils for signs of continuing distress

If, over a prolonged period of time, a student continues to display the following, he/she may need assistance from Health Board

Uncharacteristic behaviour

Deterioration in academic performance

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

Inappropriate emotional reactions

Increased absenteeism.

Evaluate response to incident and amend Critical Incident Management Plan appropriately

What went well?

Where were the gaps?

What was most/least helpful?

Have all 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 Critical Incidents 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 on 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. (Be sensitive to special days and events)

Anniversaries may trigger emotional responses in pupils/staff and they may need additional support at this time.

Acknowledge the anniversary with the family.

Be sensitive to significant days like Birthdays, Christmas, Mother's Day, and Father's Day.

Plan a school memorial service e.g. plant tree(closure)

Care of deceased persons possessions. What are the parents' wishes?

Update and amend school records.

Seo leanas na gníomhartha fadtéarmacha a leanfar:

Déanfar monatóireacht i gcomhair leis an bhfoireann Chúraim ar dhaltaí chun comharthaí a aithint.

Déanfar cinneadh ar bhealaí oiriúnacha chun deighleáil le cothrom lae an teagmhais.

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

Review

This policy will be reviewed during or before the school year Sept 2011 -" June 2012.

Síniú:_____

Traolach Ó Donnabháin, Cathaoirleach an Bhord Bainistíochta

Síniú:_____

Seán Ó Láimhín, Príomhoide.