

## Polasaí Tarlúint Chriticiúil 2022



# Gaelscoil Droichead na Banndan

Cloch Mhic Shíomoin, Droichead na Banndan, Co Chorcaí  
Guthán 023 88 43378 | gaelnabanndan@eircom.net | www.gsbannan.ie

**Uimhir Rolla: 20025E**

## Polasaí Tarlúint Chriticiúil

### Baill an Choiste

Ainm	Cúram
Nioclás Ó Laoghaire (Cathaoirleach)	<ul style="list-style-type: none"><li>• Úrlabhraí na meáin</li><li>• Múinteoirí &amp; foireann uile na scoile a chur ar an eolas</li><li>• Tuismitheoirí a chur ar an eolas</li><li>• Labhairt le páistí na scoile</li></ul>
Nollaig Ní Charthaigh	<ul style="list-style-type: none"><li>• Úrlabhraí na meáin</li><li>• Múinteoirí agus foireann na scoile a chur ar an eolas</li><li>• Tuismitheoirí a chur ar an eolas</li><li>• Labhairt le páistí na scoile</li></ul>

### Na céimeanna a thógtar nuair a tharlaíonn drochthimpiste

1. Cuairt a thabhairt ar an suíomh
2. Glaonna práinneacha más gá (m.sh. fios a chur ar dhochtúir, briogáid dóiteáin, an ospidéal)
3. Múinteoirí a thabhairt go dtí an suíomh (más gá)
4. Glaonna ar thuismitheoirí (más gá)
5. Comhairle a fháil ó NEPS
6. Glaonna a chur ar thuismitheoirí ar leith (más gá)
7. Ríomhphoist nó téacs a sheoladh abhaile ar Aladdin (más gá)
8. Labhairt le Cathaoirleach an Bhoird Bainistíochta

### Liosta Teagmhála do Tharlúint Chriticiúil

Liosta Teagmhála do Tharlúint Chriticiúil

Gníomhaireacht	Uimhreacha Teagmhála
Gardaí (Droichead na Banndan)	023 8852200
Ospidéal (C.U.H) Timpistí agus Éigeandála	021 492200 0214920200
Briogáid Dóiteáin	999
Dochtúirí Áitiúla: Bandon Medical Clinic SouthDoc Bandon Millbrook Medical Centre	023 8842253 0818 355999 023 8841132
CAMHS	021 4233102
An cigire scoile: Seán Ó Briain	Ar fáil ón oifig
NEPS Psychologist (Cáit Fayre)	0761 108450
Department of Education & Skills	Ar fáil ón oifig
INTO	01 8047700
Sagart na Scoile & Sagart an pharóiste An tAth. Ó Creimín An tAth. Kingston	087 7857712
Employee Assistance Service	1800411057
Childline	1800 666666

#### Foireann Bainistíochta do Tharlú Chriticiúil

Ról	Ainm agus Ríomhphost	Guthán
Ceannaire	Nioclás Ó Laoghaire <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a>	023 8843378
Oifigeach Teagmhála na nGardaí	Nioclás Ó Laoghaire <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a>	023 8843378
Oifigeach Teagmhála na Mic Léinn	Nioclás Ó Laoghaire <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a>	023 8843378
Oifigeach Teagmhála na dTuismitheoirí	Nioclás Ó Laoghaire <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a>	023 8843378
Oifigeach Teagmhála Pobail	Nioclás Ó Laoghaire <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a>	023 8843378
Oifigeach Teagmhála na Meán Cumarsáide	Nioclás Ó Laoghaire <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a>	023 8843378
Riarthóir	Úna Wilson Good <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a>	023 8843378

**Ainm na Scoile:** Gaelscoil Dhroichead na Banndan

**Seoladh:** Clochmhacshiomóin, Droichead na Banndan, Co. Chorcaí

## Réamh Raiteas

Cuireadh an polasaí seo le chéile i 2022 i gcomhairle le múinteoirí, baill den Bhord Bainistíochta, agus tuismitheoirí. Déanfar athbhreithniú air go rialta.

### 1. Sainmhíniú:

Aithníonn foireann agus lucht bainistíochta Gaelscoil Dhroichead na Banndan gurb é an rud atá i gceist le tarlúint chriticiúil ná “aon tarlúint nó sraith tarlúintí a chuireann gnáthmheicníochtaí déileála na scoile as a riocht.” D’fhéadfadh sé go mbainfeadh tarlúint chriticiúil le dalta nó ball foirne amháin, le níos mó ná dalta nó ball foirne amháin, nó le baill den phobal áitiúil.

### Seo a leanas roinnt samplaí de tharlúintí 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
- Dochar tromchúiseach d’fhoirgneamh na scoile de bharr dóiteáin/tuillte
- Duine de phobal na scoile a dhul ar iarraidh.
- Timpiste/tragóid sa phobal máguaird.

### 2. Aidhm

Is é an aidhm atá ag an bhFoireann Bainistíochta do Tharlúint Chriticiúil ná a bheith in ann déileáil go tapaidh agus go héifeachtach leis an méid a thiteann amach i ndiaidh do theagmhas tarlú. Cuireann plean ar chumas na foirne freagairt go héifeachtach do pé ní a thiteann amach agus a bheith múnineach go bhfuil smacht acu ar chúrsaí agus go bhfillfear ar ghnáth nós imeachta na scoile chomh luath agus is féidir.

### 3. Éiteas Cúraim agus Tacaíochta a chruthú sa scoil

Déantar gach iarracht i nGaelscoil Dhroichead na Banndan tríd ár gclár OSPS agus clár Fí na Folláine scileanna a thabhairt dár ndaltaí chun deileáil le réimse leathan imeachtaí a tharlóidh dóibh i gcaithimh a saoil chomh maith lena n-aird a dhiriú ar shábháltacht fhisiciúil agus shíceolaíoch phobal na scoile.

#### 3.1 Sábháilteacht Choirp

Tá na nithe seo leanas curtha i gcrích againn:

- Déantar druil dóiteán go rialta.
- Tá plean éalaithe curtha le chéile agus é curtha faoi bhráid pobal na scoile.
- Seiceáil déanta ar dhórais éalaithe agus ar mhúchtóirí dóiteáin go rialta
- Dualgas clóis roimh agus díreach i ndiaidh am scoile roinnte ar na múinteoirí.

- Nóta i scríbhinn a thabhairt don mhúinteoir ranga nó glaoch a chur ar Úna san oifig nuair a ghlactar páiste ón scoil i rith am scoile
- Cód iompair na scoile á chur i bhfeidhm go seasta lena chinntiú go bhfuil atmaisféar sábháilte taitneamhach ar fáil ag ár ndáltaí.

### 3.2 Sábháilteacht Shíceolaíoch

Baineann bainistíocht agus foireann na Gaelscoile úsáid as clár éagsúla agus réimse acmhainní chun freastal a dhéanamh ar fhorbairt phearsanta agus shóisialta na ndaltaí. Is mór iad seo chun atmaisféar sábháilte compordach a chothú sa scoil agus chun deiseanna comhrá agus machnaimh a chur ar fáil.

#### O.S.P.S.

- Tá an clár O.S.P.S. fite fuaite tríd gach ghné de shaol na scoile. Déantar na nithe seo a leanas a chlúdach sa churaclam: bás agus caillúintí, scileanna cumarsáide, strus agus deileáil le fearg, réiteach coimhlíntí / fadhbanna, bulaíocht, as lorg cabhair agus déanamh cintí maidir le halcól agus drugaí. Tá sláinte intinne mar ghné thábhachtach den chlár seo..
- Tá traenáil faighte ag foireann na scoile ar an gclár O.S.P.S.
- Tá foireann na scoile ar an eolas maidir le treorlíní agus nósanna imeachta an Pholasáí Caomhnú Páistí.
- Tá áiseanna / leabhair ar fáil le heolas iontu ar dheacrachtaí agus ar ábhair a chuirfeadh isteach ar shaol páistí.
- Tá gaol agus ceangal ag an scoil le heagraíochtaí éagsúla, m.sh. NEPS / CAHMS / HSE /Garda Síochána/TUSLA, sl.
- I gcás cuairteoirí a thiofadh chun na scoile, déanfar cinnte go bhfuil an teolas agus modhanna cur i láthair ag tacú leis an gcritéir atá leagtha amach ó thaobh sábháilteacht na bpáistí de.
- Tá polasaí bulaíochta á chur i bhfeidhm sa scoil agus cloítear leis an bpolasaí nuair a tharlaíonn a léithid d'eachtra .
- Tá foireann na scoile curtha ar an eolas maidir le páistí ag a bhfuil riachtanais faoi leith acu.
- Cuirtear daltaí a aithnítear atá i mbaol ar aghaidh chuig an mball foirne ainmnithe (m.sh., treoirchomhairleoir nó múinteoir tacaíochta), déantar cíoradh ar nithe is údar inní agus tugtar an leibhéal cuí cúnaimh agus tacaíochta dóibh. Cuirtear tuismitheoirí/caomhnóirí ar an eolas agus cuirtear an dalta ar aghaidh chuig gníomhaireacht chuí, nuair is iomchuí

### 4. Foireann Bainistíochta do Tharlúintí Chriticiúla

Tá FBTC curtha ar bun de réir an dea-chleachtais. Roghnaíodh baill na foirne ar bhonn deonach agus beidh na ról sin acu go ceann aon scoilbhliana amháin ar a laghad. Tiofadh baill na foirne le chéile uair sa bhliain chun athbhreithniú a dhéanamh ar an mbeartas agus ar an bplean agus chun iad a thabhairt cothrom le dáta. I gcás go mbíonn tarlúint criticiúil dáilfidh an cathaoirleach amach na poist de réir mar is gá. Tá an plean tarlúintí criticiúla seo seolta chuig gach ball den fhoireann. Tá cóip den bheartas agus den phlean ann, chomh maith le hábhair a bhaineann go sonrach leis an ról áirithe atá aige, agus iad le húsáid i gcás tarlúintí criticiúil.

#### 4.1 Rólanna na Foirne Bainistíochta

Ainm	Cúram
Nioclás Ó Laoghaire (Cathaoirleach)	<ul style="list-style-type: none"> <li>• Úrlabhraí na meáin</li> </ul>

	<ul style="list-style-type: none"> <li>• Múinteoirí &amp; foireann uile na scoile a chur ar an eolas</li> <li>• Tuismitheoirí a chur ar an eolas</li> <li>• Labhairt le páistí na scoile</li> </ul>
Nollaig Ní Charthaigh	<ul style="list-style-type: none"> <li>• Úrlabhraí na meáin</li> <li>• Múinteoirí agus foireann na scoile a chur ar an eolas</li> <li>• Tuismitheoirí a chur ar an eolas</li> <li>• Labhairt le páistí na scoile</li> </ul>

Na céimeanna a thógtar nuair a tharlaíonn drochthimpiste

9. Cuairt a thabhairt ar an suíomh
10. Glaonna práinneacha más gá (m.sh. fios a chur ar dhochtúir, briogáid dóiteáin, an ospidéal)
11. Múinteoirí a thabhairt go dtí an suíomh (más gá)
12. Glaonna ar thuismitheoirí (más gá)
13. Comhairle a fháil ó NEPS
14. Glaonna a chur ar thuismitheoirí ar leith (más gá)
15. Ríomhphoist nó téacs a sheoladh abhaile ar Aladdin (más gá)
16. Labhairt le Cathaoirleach an Bhoird Bainistíochta

## 4.2 Cúraimí na Foirne Bainistíochta

### Ceann Foirne

- Cruinniú a eagrú chun na baill a chur ar an eolas maidir le haon tarlúint a tharlaíonn
- Comhordú a dhéanamh ar na dualgaisí atá ar gach bhall den fhoireann
- Teagmháil a dhéanamh leis an mBord Bainistíochta, an Roinn agus le NEPS
- Teagmháil a dhéanamh leis an teaghlach/ na teaghlaigh atá i gceist
- Déanfaidh an leas-phríomhoide ionadaíocht muna bhfuil an ceannaire foirne ar fáil.

### Teagmhálaí leis na Meáin

- Ráiteas scríofa a ullmhú, más gá fíricí maidir leis an tarlúint a choinneáil
- Cinneadh a dhéanamh maidir leis na meáin ag an scoil, agallaimh le baill den fhoireann – daltaí agus srl.
- Comhairle a fháil ón gCéardchumann.

### Teagmhálaí leis na Gardaí

- Teagmháil a dhéanamh leis na Gardaí
- Cinntiú go bhfuil an teolas atá ar fáil cruinn sula gcuirtear daoine eile ar an eolas maidir leis an eachtra.

### Teagmhálaí leis na bPáistí agus Foireann na Scoile

- Cruinniú foirne a eagrú agus an fhoireann a chur ar an eolas maidir leis an eachtra féin agus eolas ar bith eile atá riachtanach. Deis a thabhairt don fhoireann ceisteanna a ardú agus a shoiléiriú.
- Ainmneacha na bpáistí atá i mbaol a roinnt leis an bhfoireann
- Taifead a dhéanamh ar dhaltaí a fhaigheann cabhair ó eagraíochtaí seachtaracha
- Seomra ciúin a chur ar fáil do na daltaí

### Teagmhálaí leis na Tuistí

- Cuairt a thabhairt ar an teaghlach / na teaghlaigh atá gceist i gcuideachta leis an gceannaire
- Cruinnithe do thuismitheoirí a eagrú agus an t-eolas atá le roinnt leis na thuismitheoirí a dheimhniú
- Seomra a chur ar fáil do chruinnithe
- Buailleadh le thuismitheoirí aonarach agus taifead a choinneáil ar na cruinnithe seo
- Eolas agus tacaíocht chuí a thabhairt do thuismitheoirí – Cén thuismitheoirí?

### Riarthóir – Rúnaí na Scoile

- Liosta nuashonraithe d'uimhreacha teangmhála a choinneáil: Tuismitheoirí / caomhnóirí, múinteoirí, seirbhísí éigeandála
- Glaochanna gútháin a ghlacadh
- Samplaí de litreacha cuí a bheith ar fáil
- Litreacha agus ríomhphoisteanna a ullmhú agus a sheoladh
- Cóip de eolas atá riachtanach a chur ar fáil
- Taifead a choinneáil

### Liosta Teangmhála do Tharlúint Chriticiúil

Áisíneacht	Uimhir Teangmhála
Gardaí (Droichead na Banndan)	023
Ospidéal (C.U.H)	021 4922000
Timpistí agus Éigeandála	0214920200
Briogáid Dóiteáin	999
Dochtúirí Áitiúla: Milbrook Clinic Weir	
CAMHS	021 4233102
An cigire scoile: Seán Ó Briain	
NEPS Psychologist	
Department of Education & Skills	
INTO	
Sagart na Scoile & Sagart an pharóiste An tAth. Ó Creimín An tAth. Kingston	087 7857712
Employee Assistance Service	1800411057

### Foireann Bainistíochta do Tharlú Chriticiúil

Ról	Ainm agus Ríomhphost	Guthán
Ceannaire	Nioclás Ó Laoghaire <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a> Nollaig Ní Charthaigh	023 8843378

	<a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a>	
Oifigeach Teagmhála na nGardaí	Nioclás Ó Laoghaire <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a>	023 8843378
Oifigeach Teagmhála na Mic Léinn	Nioclás Ó Laoghaire <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a>	023 8843378
Oifigeach Teagmhála na dTuismitheoirí	Nioclás Ó Laoghaire <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a>	023 8843378
Oifigeach Teagmhála Pobail	Nioclás Ó Laoghaire <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a>	023 8843378
Oifigeach Teagmhála na Meán Cumarsáide	Nioclás Ó Laoghaire <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a>	023 8843378
Riarthóir	Úna Wilson Good <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a>	023 8843378

### 4.3 Taifead a choiméad

I gcás theagmhais chriticiúla, tá sé fíor thábhachtach go ndéantar taifead ar ghlaochanna gutháin, litreacha a seoladh nó a fuarthas, cruinnithe, ábhair a húsáideadh, daoine ar bualadh leo agus idirghabháil ar bith a rinneadh. Beidh páirt lárnach ag Úna, rúnaí na scoile san obair seo.

### 4.4 Rúndacht

Tá d'fhreagracht ar lucht bainistíochta agus ar fhoireann *Gaelscoil Dhroichead na Banndan* príobháideacht agus dea-chlú na ndaoine a bhfuil baint acu le tarlúint ar bith a chosaint agus beidh siad ar an airdeall faoi na hiarmhairtí a d'fhéadfadh a bheith ag ráitis phoiblí ar bith. Beidh baill foirne na scoile airdeallach air sin agus déanfaidh a ndícheall lena chinntiú go ndéanfaidh na daltaí amhlaidh chomh maith. Mar shampla, ní úsáidfear an téarma 'féinmharú' ach amháin i gcás go bhfuil eolas deimhnithe ann gur féinmharú ba chúis leis an mbás agus go dtoilleann an teaghlach lena mbaineann le húsáid an téarma sin. D'fhéadfaí na frásaí 'bás tragóideach' nó 'bás tobann' a úsáid ina áit. Ar an tslí chéanna, níor chóir an focal 'dúnmharú' a úsáid go dtí go ndeimhneofar de réir an dlí go ndearnadh dúnmharú. D'fhéadfaí an téarma 'bás foreigneach' a úsáid ina áit.

### 4.5 Seomraí ar fáil

I gcás tarlúint chriticiúil cuirfear na seomraí seo leanas ar fáil:

- Seomra foirne do chruinnithe leis an bhfoireann
- An halla do chruinnithe le tuismitheoirí agus daltaí uile na scoile
- Seomra bhreise tacaíocht foghlama do chruinnithe le tuismitheoirí / daltaí /cuairteoirí aonarach
- An halla do na meáin más gá

## **4.6 Eolas maidir leis an bplean**

Tá foireann uile na scoile ar an eolas maidir leis an bplean. Tá cóip faighte ag an mBord Bainistíochta agus ionadaí na dtuismitheoirí. Tá cóip den phlean ag gach ball den fhoireann Theagmhas Chriticiúil. Cuirfear baill nua den fhoireann ar an eolas de réir mar a cheaptar iad.

## **5. Plean Gníomhaíochta**

### **5.1 Gníomhartha Gearrthéarmacha (an chéad lá):**

- Baileofar eolas chruinn. Beidh cruinniú idir na príomh bhaill foirne agus an fhoireann bainistíochta do theagmhais chriticiúla
- Déanfar teagmháil le gníomhaireachtaí 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 ghnách chomh fada agus is féidir.
- Cuirfear tuismitheoirí ar an eolas
- Cuirfear daltaí ar an eolas
- Déanfar teagmháil leis an teaghlach atá faoi mhéala.
- Ainmneofar duine chun labhairt leis na meáin, más gá.

### **5.2 Gníomhartha meántéarmacha :**

- I gcás bás déanfar teagmháil leis an teaghlach maidir le socraithe sochraide.
- Déanfar cinntí maidir le rannpháirtíocht phobal na scoile ag an sochraid.
- Eagrófar tacaíocht do dhaltaí aonair, do ghrúpaí daltaí agus do thuismitheoirí, más gá
- Déanfar plean chun daltaí a thógáil le chéile arís.

### **5.3 Gníomhartha Fadtéarmacha:**

- Déanfar monatóireacht i gcomhair leis an bhfoireann Chúraim ar dhaltaí chun comharthaí a aithint.
- Polasaí Tarlúint Criticiúil a roinnt leis baill nua na foirne.
- Na taifid scoile a choiméad suas chun dáta.
- Athbhreithniú bliantúil a dhéanamh ar an bpolasaí.



Siniú an Chathaoirligh: \_\_\_\_\_

Dáta: \_\_\_\_\_

## Polasaí Tarlúint Chriticiúil 2022



# Gaelscoil Dhroichead na Banndan

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*Uimhir Rolla: 20025E*

## Polasaí Tarlúint Chriticiúil

### School Details

**School:** Gaelscoil Dhroichead na Banndan  
**Address:** Clochmhicshíomóin,  
Droichead na Banndan,  
Co. Chorcaí

### Introductory Statement

This policy was compiled in 2022 in consultation with teachers, the Board of Management and parents. It will be reviewed on a regular basis.

### Critical Incident Policy

#### 1. Definition of 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’.

#### 1.1 Critical incidents include but are not limited to:

- Death of a member of the school community through sudden death, accident, terminal illness or suicide.
- An accident involving pupils or staff on or off the school premises.
- A physical attack on staff member(s) or student(s) or intrusion into the school.
- The disappearance of a member of the school community.
- An accident or tragedy in the wider community.
- Worldwide Pandemic

## **2. Aim**

The aim of the Critical Incident Management Team (CIMT) is to help school management and staff to react quickly and effectively in the event of an incident, to enable them to maintain a sense of control and to ensure that appropriate support is offered to students and staff. Having a good plan will also help ensure that the effects on the students and staff will be limited. It will enable the school to return to normality as soon as possible.

## **3. Creation of a Coping Supportive and Caring Ethos in the School**

Gaelscoil Dhroichead na Banndan has put systems in place to help to build resilience in both staff and students through our SPHE programmes and Fí na Folláine programme, 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.

### **3.1 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)
- Front gate locked during school hours
- School doors locked during class time
- Rules of the playground

### **3.2 Psychological safety**

The management and staff of Gaelscoil Dhroichead na Banndan 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
- Staff are familiar with the Child Protection Guidelines and Procedures and details of how to proceed with suspicions or disclosures
- Books / resources on difficulties affecting the primary school student are available.
- The school has developed links with a range of external agencies e.g. HSE/TUSLA/Community Care /NEPS /Garda Síochana.
- 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.
- The school has a clear policy on bullying and deals with bullying in accordance with this policy.
- Staff are made aware of children with specific needs.
- Students who are identified as being at risk are referred to the principal and / or the SEN Team.

#### 4. Critical Incident Management Team

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. In the case of a critical incident the chairperson will distribute and assign duties as required. 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.

##### 4.1 Roles of Critical Incidents Management Team:

Leadership Role/Team leader: Principal Nioclás Ó Laoghaire

Communication/Media Role: Nioclás Ó Laoghaire / Nollaig Ní Charthaigh

Garda Liaison Role: Nioclás Ó Laoghaire / Nollaig Ní Charthaigh

Staff & Pupil Liaison Role: Nioclás Ó Laoghaire / Nollaig Ní Charthaigh

Family/Parent Liaison Role: Nioclás Ó Laoghaire / Nollaig Ní Charthaigh

Administrator and Record Keeping: Úna Wilson Good

National Educational Psychological Services Rep: Cáit Fayre

Ról	Ainm agus Ríomhphost	Guthán
Ceannaire	Nioclás Ó Laoghaire <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbandan.ie">info@gsbandan.ie</a>	023 8843378

Oifigeach Teagmhála na nGardaí	Nioclás Ó Laoghaire <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a>	023 8843378
Oifigeach Teagmhála na Mic Léinn	Nioclás Ó Laoghaire <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a>	023 8843378
Oifigeach Teagmhála na dTuismitheoirí	Nioclás Ó Laoghaire <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a>	023 8843378
Oifigeach Teagmhála Pobail	Nioclás Ó Laoghaire <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a>	023 8843378
Oifigeach Teagmhála na Meán Cumarsáide	Nioclás Ó Laoghaire <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a> Nollaig Ní Charthaigh <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a>	023 8843378
Riarthóir	Úna Wilson Good <a href="mailto:info@gsbanndan.ie">info@gsbanndan.ie</a>	023 8843378

## 4.2 Responsibilities of CIMT

### Team Leader

- Alert the team members to the crisis and convene a meeting
- Co-ordinate the tasks of the team
- Liaise with the Board of Management; DES; NEPS
- Liaise with the bereaved family(ies)
- The Deputy Principal will assume this role in the absence of the team leader.
- The team leader can delegate any of the roles to another staff/BOM member as required.
- 4 weeks post incident – the team leader leads a review of procedures and implements any suggested amendments to the plan.

### Communications/Media Liaison

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

### Garda Liaison

- Liaise with the Gardaí

- Ensure that information about deaths or other developments are accurate before being shared.

### **Staff and Pupil Liaison**

- 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
- Keeps staff updated as the day progresses
- Is alert to vulnerable students and staff members and makes contact with them individually
- Provides ongoing support to vulnerable students and staff members
- Monitors classes most affected
- Maintains student contact records
- Looks after setting up and supervision of ‘quiet’ room where agreed

### **Family & Parent liaison**

- 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
- Liaises with the chairperson of the Parents’ Association
- Maintains a record of parents seen

### **Administrator/ Record Keeper**

- Maintenance up to date telephone numbers of: Parents or guardians, teachers and emergency services
- Take telephone calls and note those that need to be responded to
- Ensure that templates are on the school’s system in advance and ready for adaptation
- Prepare and send out letters, emails and faxes
- Photocopies materials needed
- Maintains records

### **4.3 Record Keeping**

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. The school secretary will have a key role in receiving and logging telephone calls, sending letters, photocopying materials, etc.

### **4.4 Confidentiality and Good Name Considerations**

The management and staff of Gaelscoil Dhroichead na Banndan have a responsibility to protect the privacy and good name of the people involved in any incident and will be sensitive to the consequences of any public statements. The members of the school staff will bear this in mind and will seek to ensure that students do so also. For instance, 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.

#### **4.5 Critical Incident Rooms**

In the event of a critical incident:

- The Staff room will be the main room used to meet the staff
- The Assembly Hall for meetings with students
- Learning Support Room for parents and other visitors
- The Library for media

#### **4.6 Consultation and Communication Regarding the Plan**

All staff were consulted and regard was given to their views in the preparation of this policy and plan. Parent 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 access to a personal copy of the plan. All new and temporary staff will be informed of the details of the plan by a Staff Liaison member.

### **5. Action Plan**

#### **5.1 Short-term actions (Day 1)**

- Immediate contact with family / families. It is important to obtain accurate information about the incident.
- Convene a meeting with CIMT and subsequently the whole staff.
- Contact appropriate agencies, e.g emergency services, medical services, HSE, NEPS, BOM, DES (Schools inspectorate).
- The Principal will liaise with the family to extend sympathy and clarify the family’s wishes regarding the school’s involvement.
- Ensure that a quiet place can be made available for students / staff.
- Organise routine for the day. (Adhering to normal routine is preferable, where 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 Principal.
- Arrange a home visit by two staff representatives.
- A person will be chosen to speak to the media if the need arises.

#### **5.2 Medium-term actions (24-72 hours)**

- Attendance and participation at funeral to be decided in accordance with family’s wishes and school management decisions.
- Involvement of students / staff in liturgy if agreed by bereaved.
- Preparation of students / staff attending funeral.
- Facilitation of student / staff responses e.g. sympathy cards, flowers, book of condolences, etc.
- Ritual / service within the school.

- Arrange support for individual or groups of students, and parents, if necessary.
- Plan for the re-integration of students and staff, e.g. siblings, close relatives, etc.

### 5.3 Long-term actions

- Monitor students for signs of continuing distress.
- Inform new staff members of Critical Incident Policy and where appropriate, to ensure they are aware of pupils affected by any recent incident, or any student in distress.
- Update and amend school records.
- Review and evaluate Critical Incident Policy as necessary.

### 5.4 Contacting staff if critical incident occurs over weekend

- In the event of the death of a colleague the Principal / Deputy Principal will contact staff by phone.
- In the event of the death of a student the CIMT needs to be informed immediately

EMERGENCY CONTACT LIST	
AGENCY	CONTACT NUMBERS
Gardaí (Droichead na Banndan)	023 8852200
Ospidéal (C.U.H)	021 492200
Timpistí agus Éigeandála	0214920200
Briogáid Dóiteáin	999
Dochtúirí Áitiúla: Bandon Medical Clinic SouthDoc Bandon Millbrook Medical Centre	023 8842253 0818 355999 023 8841132
CAMHS	021 4233102
An cigire scoile: Seán Ó Briain	Ar fáil ón oifig
NEPS Psychologist (Cáit Fayre)	0761 108450
Department of Education & Skills	Ar fáil ón oifig
INTO	01 8047700
Sagart na Scoile & Sagart an pharóiste An tAth. Ó Creimín An tAth. Kingston	087 7857712
Employee Assistance Service	1800411057
Childline	1800 666666

The Critical Incident Policy will be reviewed on a regular basis.

Siniú an chathaoirligh: \_\_\_\_\_

Dáta: \_\_\_\_\_