**Scoil Naomh Abbain,**

**Adamstown, Enniscorthy, Co. Wexford.**

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**Critical Incident Management Policy**

**Introduction**

This policy has been compiled by the teaching staff of Scoil Naomh Abbain in consultation with the Parents and the Board of Management. A critical incident is defined as any incident or sequence of events which overwhelms the normal coping mechanism of the school and disrupts the running of the school. Critical incidents may involve one or more students or staff members, or members of our local community.

Types of incidents may include (but are not limited to):

* Death of a member of the school community through sudden death, accident, terminal illness or suicide.
* Major illness/outbreak of disease
* An intrusion into the school.
* A physical attack on staff members or pupils.
* Serious damage to the school through fire, flooding, vandalism etc.
* Criminal incidents.
* Major accidents involving members of the school community.
* The disappearance of a member of the school community.

**Aims**

* To react quickly and effectively in the event of an incident.
* To enable staff, pupils, parents and other relevant individuals to maintain control of a situation.
* To ensure that appropriate support is made available to staff and pupils.
* To help minimize the effects on pupils and staff.
* To enable us to return to normality as soon as possible.

**Critical Incident Management Team (CIMT)**

Leadership role: Thomas Cousins (Principal), Jennifer Carroll (Deputy Principal)

Communication role: Thomas Cousins and Jennifer Carroll

Student liason/counselling role: All class teachers

Chaplaincy role: Fr. Robert Nolan

Staff Health and Safety Representative: Ciara Lyng

BOM. Health and Safety Representative: Anthony Magee

Chairperson of Parents Association: Michelle Payne

Chairperson of BOM.: Fr. Robert Nolan

Secretary: Ellie Walsh

Caretaker: John O’ Connor, Tony Bradley

**CIMT- Actions and Responsibilities**

1. Confirm the incident/death has occurred.
2. Make contact with family, if possible, and gather accurate information from family, gardai or other relevant services.
3. Express sympathy to family, assure them of the school’s support, ascertain if names and details are in the public domain and ensure family know who the contact person in the school is.
4. In the case of a death, contact the bereaved family and consult with family on their wishes regarding the school’s involvement in the funeral.
5. Notify the BOM and CIMT.
6. Organise a CIMT meeting.
7. Make contact with the NEPs psychologist for advice and if necessary, arrange for a psychologist to visit the school.
8. Prepare an announcement for staff and students.
9. Prepare to deal with telephone enquiries from anxious parents and prepare a written and oral response to enquiries. (If necessary, prepare a media statement).
10. Hold a staff meeting and briefing, if necessary.
11. Inform students (close friends and students with special needs may need to be told separately).
12. Make decisions regarding the necessity for school closures, and if a funeral is involved, who should attend.
13. Arrange additional support for students, staff and parents. Students who have difficulty coping should be referred to a councillor on an individual basis.
14. In the aftermath, students should be monitored for signs of continuing distress.
15. Liaise with agencies regarding referrals.
16. Plan for the return to school of bereaved or affected students.
17. Decide on memorials and anniversaries.
18. Review responses to incident and amend plan where necessary.

**Additional Responsibilites:**

**Evacuation Procedures**

The emergency evacuation procedure will be practised once per term using the fire alarm. All visitors and parents must evacuate the building upon hearing the fire alarm, whether it is a practise drill or an emergency.

**Red Card System**

Every classroom has a Red Card to be used for an emergency within a classroom. Pupils are trained at the start of the school year to take the card to the nearest teacher should an emergency occur (such as a teacher or child taking seriously ill/fainting or a violent or abusive individual entering the classroom). The notified teacher will respond immediately to the emergency and the principal will be immediately informed.

**Visitors**

Visitors, including parents must report to the office, identify themselves and state their business in the school. Visitors will not be allowed beyond this point except at the invitation of a member of staff.

**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, materials used, etc.

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

**Confidentiality**

The management and staff of SN Abbain have a responsibility to protect the good name and privacy 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 the 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.

**Critical Incident Rooms**

In the event of a critical incident:

* The staff room will be the main room used to meet the staff.
* The GP Room will be the room used to meet the students.
* The GP Room will be used to meet parents and later to brief media.
* Staff Room/ Learning Support Room will be used for individual sessions with the students.
* Staff Room/ Learning Support Room will also be used by other visitors.

**Ratification**

This Policy was amended in May 2019. It was ratified by the Board of Management of Scoil Naomh Abbáin, Adamstown on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Fr. Robert Nolan Tom Cousins**