

## POLICY OF SCOIL MHUIRE CBS MARINO

**Document Title:** Critical Incident Management  
**Effective Date:** 15/03/2016

**Document No. :**2

**Revision No.:**1

**No. of pages:** 3

### 1 Purpose

The aim of the Critical Incident Management Policy is to provide guidance to staff and management to react quickly and effectively and to maintain control of the situation, in the event of a critical incident occurring.

This policy also aims to help the school to return to normality as soon as possible and limit the effects of any incident on staff and students.

### 2 Scope

This policy pertains to the management of any Critical Incident occurring within Scoil Mhuire or external to the school which overwhelms the normal coping mechanism of the school and disrupts the running of the school. This incident may involve pupils, staff or members of the community along with school buildings and grounds.

### 3 Principles

In Scoil Mhuire we aim to protect the wellbeing of all our pupils and staff by providing a safe, happy and tolerant environment as outlined in our school philosophy.

### 4 Key Terms

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

Examples of a critical incident might 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 staff member or student • Intrusion into the school.

### 5 Policy

The Board of Management has established a Critical Incident Management Team in line with best practice and in consultation with Staff and the Parents Council.

The Critical Incident Management Team will meet annually to review and update the policy as appropriate. Each member has a dedicated Critical Incident Folder to be used in the event of an incident. The School Secretary will maintain these folders and ensure enclosed documentation is up to date.

The Critical Incident Management Team consists of the following personnel; The Principal, The Deputy Principal, The School Secretary and The Chairperson of the Board of Management.

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

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The Principal will act as Team Leader or in his/her absence the Deputy Principal or Acting Deputy Principal

**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.

**DURING THE EVENT THE PRINCIPAL, AS TEAM LEADER, SHOULD**

- Confirm validity of the event.
- Liaise with the family.
- Activate the Critical Incident Management Team and convene a Team meeting.
- Co-ordinate/delegate tasks of the other team members.
- Where appropriate, appoint a note keeper to commence immediate record of events
- Organise the supervision of students in the school.
- Keep staff updated on information/developments /progress.
- Liaise with school organizations such as Parents' Council.
- Contact/Liaise with Gardaí/Emergency Services.
- Liaise with Board of Management (BoM), Department of Education & Skills (DES), National Educational Psychological Service (NEPS) and any other regulatory body as required.
- Lead briefing meeting for the staff, outlining facts known and accepting questions from the staff.
- Decide how news will be communicated to different groups outside of school.
- Give media briefings, interviews etc. if deemed appropriate.

**DURING THE EVENT THE DEPUTY PRINCIPAL, IN CONSULTATION WITH THE PRINCIPAL SHOULD**

- Along with the Team, prepare a public statement for the media, where required.
- Organise a dedicated room for the media.
- Designate mobile numbers for contact.
- Consider in advance any issues that might arise.

**POST EVENT THE PRINCIPAL AND MEMBERS OF TEAM SHOULD**

- Communicate updates as appropriate.
- Ensure provision of ongoing support to staff and pupils.
- Monitor class or classes most affected.
- Maintain contact with the family/families affected.
- Involve family/families as appropriate in any school liturgy or memorial service.
- Review and evaluate how the plan was implemented. Consult with the Team and Staff as to any changes required and update this policy accordingly.

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**6 Appendices**

Not applicable

**7 Approval & Review**

Initial Approval

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Chairperson of Board of Management

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Effective Date

Month/Year \_\_\_\_\_

Review date

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1<sup>st</sup> Review Approval

2<sup>nd</sup> Review Approval

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Chairperson of Board of Management

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