**SAINT COLMANS’S NATIONAL SCHOOL  
BALLINDAGGIN**

**ENNISCORTHY  
CO. WEXFORD.**

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**CRITICAL INCIDENT MANAGEMENT PLAN**

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Saint Colman’s National School aims to protect the wellbeing of its students and staff by providing a safe and nurturing environment at all times.

The Board of Management, through Principal Teacher, Mr. Conor Mc Donald, has drawn up a critical incident management plan as one element of the school’s policies and plans. St. Colman’s N.S. strives to create a coping, supportive and caring ethos at all times. Our School’s mission statement says “Our mission is to allow each child to maximise his or her potential academically, socially and emotionally.”

**Definition:**

The staff and management of St. Colman’s N.S. recognise a critical incident to be “an incident or sequence of events that overwhelms the normal coping mechanism of the school”.

Examples:

* 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.
* A major accident/tragedy in the wider community.
* Serious damage to the school building through fire, flood, vandalism etc.

**Aim of the Plan**

The aim of the Critical Incident Management Plan (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. In so doing, we aim to ensure that the impact on students and staff will be limited. This should enable us to effect 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. Specifically in our SPHE programme, we have introduced programmes to build resilience e.g: Zippy’s Friends and Friends for Life programmes ( to be introduced in 2018-19 academic year). These measures address both the physical and psychological safety of the school community.

**Physical Safety**

* Fire Drills occur once per term.
* Fire exits and extinguishers are regularly checked.
* Supervision of pupils in the morning before school begins (8.50 -9.00 a.m.). Also supervision after school when children are being collected from the school gate and also while children wait in the school reception area for the bus (2.40 – 3.00 p.m.). These details are communicated annually to parents via school newsletter.
* Procedures for yard duty supervision are in place. All Teachers, SNA’s are made aware of these. Children are regularly reminded of playground rules.
* Schools Health and Safety Statement is regularly reviewed.

**Psychological Safety**

The Management and Staff of St. Colman’s N.S. 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.

Examples:

* SPHE is integrated into the work of the school to address 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.

The following programmes are used by the school:

* + Stay Safe Programme
  + R.S.E. Programme
  + Walk Tall Programme
  + Be Safe Programme
  + Grow in Love Programmes
  + Rainbows Programme – to be implemented
  + Zippy’s Friends Programme – to be implemented
  + Friends for Life Programme – to be implemented
* Staff are allowed access to and are encouraged to attend training for their role in SPHE. All staff attended Critical Incident training provided by NEPS in 2017/18 school year.
* All Staff are familiar with the Child Protection Procedures and are aware of the identity of the Designated Liaison Person and Deputy Designated Liaison Person. Child Protection Procedures are discussed regularly at Croke Park Hour / Staff Meeting.
* The School has developed links with a range of external agencies – TUSLA, NEPS AND CAMHS.
* The School has a clear anti-bullying policy and deals with incidents of bullying in accordance with this policy.
* Anti-bullying lessons are taught using the Stay Safe Programme (revised).
* There is a care system in place in the school using the “Continuum of Support” approach, as outlined in NEPS documents.
* Staff are informed about how to access support for themselves.

**Critical Incident Management Team (CIMT).**

We in St. Colman’s N.S. have reviewed our CIMT 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 copy of the policy and some materials particular to their role; to be used in the event of an incident.

**Roles on the CIMT**

Team Leader : Mr. Conor Mc Donald (School Principal)

Garda Liaison : Mr. Conor Mc Donald

Staff Liaison : Ms. Patricia Brooks (Deputy Principal & B.O.M. Member)

Student Liaison : Ms. Aoife Swaine and Ms. Aisling Whitty (Teachers)

Parent/Guardian Liaison : Mr. John Nolan

Community Liaison : Ms. Patricia Brooks

Media Liaison : Mr. Conor Mc Donald

Administrator : Mrs. Betty Rafter (School Secretary)

School Chaplain : Fr. Jim Fegan

**Roles and Responsibilities for each role:-**

**Team Leader**

* 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

In the absence of the Principal, the Deputy Principal shall assume the role of Team Leader.

**Garda Liaison**

* Liaises with the Gardai
* Ensures that information about deaths or other developments is checked out for accuracy before being shared.

**Staff Liaison**

* Leads briefing meetings for staff on the facts as known, gives staff members an opportunity to express their feelings and ask questions, and 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 and the NEPS guidelines.
* Keeps staff updated as the day progresses.
* Is alert to vulnerable staff members and makes contact with them individually.
* Advises them of the availability of the EAS and gives them the contact number.

**Student Liaison**

* Alerts other staff to vulnerable students.
* Provides materials for students (from their critical incident folder).
* Maintains student contact records
* Looks after setting up and supervision of “quiet” room where agreed.

**Community / Agency Liaison**

* Maintains up to date lists of contact numbers of  
  ∞ Key parents, such as members of the Parents Council.  
  ∞ 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.

**Parent / Guardian Liaison**

* Visits the bereaved family with the team leader.
* Arranges meetings, if held.
* May facilitate such meetings, and manage “questions and answers” sessions.
* Manages the “consent” issues in accordance with agreed school policy.
* Ensures that sample letters are prepared and available on the school’s IT system read 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).

**Media Liaison**

* 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).

**Administrator**

* Maintenance of up to date telephone numbers.
* Takes telephone calls and notes those that need a response.
* Ensures that templates are available on the schools IT system and ready for adaptation.
* Prepares and sends out letters, emails and texts.
* Photocopies materials as needed.
* Maintains records.

**Record Keeping.**

In the event of an incident each member of the team will keep records of phone calls made and received, letters emails and texts 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.

**Confidentiality and good name considerations**

The management and staff of St. Colman’s N.S. 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 statement. 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 confirmed 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,   
Staff Room will be the main room used to meet staff.  
GP Room and class rooms or Parish Hall will be used to meet with students.   
Parish Hall will be used to meet with Parents.   
SEN Rooms will be used for individual sessions with pupils.   
The Principal’s Office will be used for media.

**Consultation and Communication regarding the plan**

This plan was formed in consultation with the Staff, Parents representatives (to represent views of parents), and members of CIMT.

Our schools final policy and plan in relation to responding to critical incidents has been presented to all staff.

Each member of the CIMT has a personal copy of the plan.

All new and temporary staff will be informed of the details of the plan by the school Principal.

The plan will be reviewed regularly or as is necessary to reflect updates in practice.

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Chairperson BoM

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Principal

CRITICAL INCIDENT MANAGEMENT TEAM (CIMT)

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| --- | --- | --- |
| **ROLE** | **NAME** | **TELEPHONE NUMBER(s) Home  & Mobile** |
| Team Leader | Conor Mc Donald | 0879730189 |
| Garda Liaison | Conor Mc Donald | 0879730189 |
| Staff Liaison | Patricia Brooks | 0857633826 |
| Parent Liaison | John Nolan | 0879185420 |
| Student Liaison | Aoife Swaine & Aisling Whitty | 0879843843  0868072304 |
| Community Liaison | Patricia Brooks | 0857633826 |
| Media Liaison | Conor Mc Donald | 0879730189 |
| Administrator | Betty Rafter | 0539388702  0876894484 |
| School Chaplain | Fr. Jim Fegan | 0539388559 0872395087 |

EMERGENCY CONTACT LIST

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| --- | --- |
| **AGENCY** | **CONTACT NUMBERS** |
| GARDA | Bunclody 053-9377102 Enniscorthy 0539242580 |
| HOSPITAL | Wexford 053-9153000 |
| FIRE BRIGADE | 999 or 112 |
| LOCAL GP’s | Dr. Dunne, Bunclody 053-9377124 |
| HSE- | GOREY HEALTH CENTRE 053-9430100  ENNISCORTHHY HEALTH CENTRE 0539243700 PRIMARY CARE CENTRE 053-9481600 |
| CAMHS – | HSE COMMUNITY CARE, SLANEY HOUSE, WEXFORD 053-9123522 |
| RESOURCE OFFICE FOR SUICIDE PREVENTION | St. Patrick’s Hospital 051-874013  [tracy.nugent@hse.ie](mailto:tracy.nugent@hse.ie)  www.connectingforlifewexford.ie  Pieta House Helpline 1800247247  Text HELP to 51444 |
| SCHOOL INSPECTOR | Jean\_Pender@education.gov.ie |
| NEPS PSYCHOLOGIST | Deirdre Starr 087-7093858 |
| DES/ETB | 090 6483600 Athlone |
| INTO | INTO 01 -8047700 |
| PARISH PRIEST/CLERGY | Fr. Jim Fegan  0872395087 |
| EMPLOYEE ASSISTANCE SERVICE | 1800 411 057 |
| TUSLA | Gorey 053 94 30100  Wexford 053 91 85680  Dublin 017718500 |