

# Critical Incident Management Plan 2020

## Nagle Community College

### **Introduction:**

Nagle Community College aims to protect the well-being of our pupils and staff by providing a safe and nurturing environment at all times.

The Board of Management through the Principal and the staff has drawn up a critical incident management plan as one essential element of the school's key policies. This has reference to NEPS: Responding to Critical Incidents, Guidelines for Schools 2007. We have established a Critical Incident Management Team to steer the development and implementation of the plan.

### **What we understand a Critical Incident to be?**

'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.'  
(NEPS 2003) Critical incidents may involve one or more students or staff members, or members of our local community.

### **Types of Incidents:**

- Death of a member of the school community through sudden death, accident, terminal illness or suicide.
- An accident on or off the school premises
- A serious physical attack or intrusion
- Serious damage to the school building
- An accident/tragedy in the wider community.

## Preparation of Critical Incident Management Team

### Roles

The school will make arrangements for assigning roles, taking account of such practical issues as school size and the number of staff available. The BOM might wish to consider including one or more members of the BOM on the team as well as members of the school care team.

<b>ROLE</b>	<b>NAME</b>	<b>TELEPHONE NUMBERS</b>
<b>Team Leader</b>	Jim O'Sullivan, Principal	
<b>Garda Liaison</b>	Conor Egan, Community Garda	
<b>ETB Liaison</b>	Pat McKelvey, Education Officer	
<b>Staff Liaison</b>	Jim O' Sullivan, Principal  Nicholas O'Keeffe, Deputy Principal  Fiona Liston HSCL	
<b>Student Liaison</b>	Year Head, Class Tutor, Support Counsellor	
<b>Parent Liaison</b>	Home School Community Liaison	
<b>Community Liaison</b>	Home School Community Liaison Coordinator Fiona Liston	
<b>Media Liaison</b>	Jim O'Sullivan, Principal  Nicholas O'Keeffe, Deputy Principal	
<b>Administrator</b>	Jim O'Sullivan Principal  Maeve O'Donovan, School Secretary	

<b>Board of Management</b>	Chairperson, Cllr. Terry Shannon	
<b>School Counsellor</b>	Deirdre Whyte	
<b>School Chaplain</b>	Barry Cotter	

### Short Term Actions –Day 1

<b>TASK</b>	<b>Name</b>
<b>Gather accurate information</b>	Principal/Class Tutor or break supervisor/relevant SNA's/Witness/s
<b>Establish who, what, when &amp; where</b>	Principal
<b>Convene a Critical Incident Management Meeting. Specify time and place</b>	Principal
<b>Contact External Agencies: NEPS/CAMHS/TUSLA/SCP/EWB</b>	Principal Deputy Principal School Secretary
<b>Arrange supervision of pupils</b>	Deputy Principal Assistant Principals
<b>Hold staff meeting</b>	All Staff

<b>Agree schedule for the day</b>	Deputy Principal Assistant Principals.
<b>Inform Students</b>	Principal, Class Tutor, Learning Support Teacher
<b>Compile list of vulnerable students</b>	Principal, Class Tutor, Learning Support Teacher, Home School Community Liaison & Support Counsellor
<b>Contact bereaved Family</b>	Principal, Class Tutor, Home School Community Liaison, Chairperson of the Board of Management, Support Counsellor
<b>Prepare and agree media statement and deal with Media</b>	Principal Deputy Principal Assistant Principals, Chairperson of the Board of Management
<b>Inform Parents</b>	Principal, Home School Community Liaison
<b>Cancel all scheduled School Events</b>	Deputy Principal
<b>Hold end of day staff briefing</b>	Principal

## Medium Term Actions –24 to 72 Hours

TASK	Name
<b>Convene a Critical Incident Management Meeting</b>	Principal
<b>Meet External Agencies</b>	Principal
<b>Meet whole Staff</b>	Principal, Chairperson of Board of Management
<b>Arrange Support for Students, Staff &amp; Parents</b>	Principal Deputy Principal Learning Support Teacher, Home School Community Liaison, Union Representatives, School Completion Team.
<b>Visit the injured</b>	Principal, Support Counsellor & relevant teachers
<b>Liase with the bereaved family regarding the funeral arrangements</b>	Principal, Home School Community Liaison or relevant staff member
<b>Agree on attendance and participation at funeral service</b>  <b>Guard of Honour only for student or staff member if agreed or requested by family</b>	Principal, Deputy Principal, Home School Community Liaison, School Completion Team, teachers dealing with the family
<b>Book of Condolences if agreed by staff</b>	Year Head
<b>Make decisions regarding school closures</b>	Board of Management

## Follow up Actions –Beyond 72 Hours

TASK	Name
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<b>Monitor students for signs of continuing distress</b>	Year Head, Class Tutor, Support Counsellor, SNA's, all staff.
<b>Liase with agencies regarding referrals</b>	Principal, Home School Community Liaison and School Completion Team, Support Counsellor
<b>Plan for return of bereaved students</b>	Principal, Home School Community Liaison and School Completion Team, Support Counsellor
<b>Plan for giving memory box to bereaved family</b>	Principal, Home School Community Liaison and School Completion Team, Support Counsellor
<b>Decide on memorials and anniversaries</b>	Board of Management, Staff, Parents, Students
<b>Remove book of condolences</b>	Year Head
<b>Review response to incident and amend plan appropriately.</b>	Board of Management, Staff

### **Confidentiality and good name considerations**

The management and staff of Nagle Community College have a responsibility to protect the privacy and good name of the people involved in any incident and will be sensitive of 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 consent to its use. The term '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
- Meeting Room for meeting students will be set up
- Parents Room for Parents

- Multi-media room for media
- Guidance office/meeting room for individual sessions with students
- Meeting room for other visitors

### **Consultation and Communication regarding the Plan**

- All Staff were consulted and their views canvassed in the preparation of this policy and plan. Parents were also consulted and asked for their comments.
- Our school's final policy and plan in relation to responding to critical incidents will be presented to all staff
- Each member of the critical incident team 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.