

## **CRITICAL INCIDENT POLICY.**

**St. Peter's College Secondary School aims to protect the well being of its students by providing a safe and nurturing environment at all times. As stated in the School Ethos "*In St. Peter's College there is a genuine attempt on the part of all to create a school community, of equality, fairness and care*" The school has taken a number of measures to create a coping, supportive and caring ethos in the school. The school has also formulated a number of policies and procedures to be followed with a view to ensuring the physical and psychological safety of both staff and students during the normal course of the school day and in the event of a critical incident.**

**Such policies would include**

- **Health and Safety Policy**
- **Pastoral Care Policy**
- **Anti Bullying Policy**
- **Meitheal Programme**
- **Code of Behaviour**
- **Guidance and Counselling Policy.**
- **S.P.H.E Programme**

### **Definition of Critical Incident:**

**St. Peter's College recognises a critical incident to be "an incident or sequence of events that overwhelms the normal coping mechanisms of the school, and disrupts the normal running of the school".**

**Critical incidents may involve students, staff, the school or the local community.**

**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.**

**Aim of Plan:**

The aim of the Critical Incident Plan is that in the event of such an incident as outlined above, the plan will help staff and management to react quickly and effectively and to maintain control of the situation. The plan will also help the school to return to normality as soon as possible and limit the affects of the incident on staff and students.

**Critical Incident Management Team:**

St Peter's College has set up a Critical Incident Management Team consisting of the following personnel.

The Principal

The Deputy Principal

The School Secretary

The School Chaplain

The School Guidance Counsellor

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

The Principal will act as Team Leader or in his absence the Deputy Principal.

**Role of Team Leader:**

- The team leader alerts team members to the crisis and convenes a meeting of the team
- Co-ordinates/delegates tasks of the other team members.
- Liases with The Board of Management and the Department of Education and Science
- In case of bereavement, liases with the bereaved family

Other areas of responsibilities, which may be delegated by the team Leader to other members of the team would include:

- Contacting Emergency support services
- Briefing and advising the staff and noting their feelings and concerns.

- **Organising the supervision of students in the school**
- **Keeping staff updated on information/developments /progress**
- **Meeting students to brief them on the situation**
- **Taking care of “Vulnerable students/vulnerable teachers”**
- **Liasing with external agencies for support or referrals**
- **Liasing with school organizations such as Parents’ Council, P.P.U. & Students’ Council.**
- **Meeting with individual parents or groups of parents.**
- **Visiting bereaved families or families closely associated with the incident**
- **Preparing a Press release and liasing with the media.**
- **Preparation of an “Incident Room”**

**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.**

**CRITICAL INCIDENT  
MANAGEMENT PLAN  
ST. PETER'S COLLEGE.  
WEXFORD**

**MANAGEMENT TEAM**

<b>School Principal</b>	<b>Mr P Quigley</b>
<b>School Deputy Principal</b>	<b>Mr J Campbell</b>
<b>School Secretary</b>	<b>A. McCleane/ Linda Ennis</b>
<b>School Chaplain</b>	<b>Fr. Aodhan</b>
<b>School Guidance Counsellor</b>	<b>Mr. P O'Sullivan</b>

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

## **KEYROLES ASSIGNED BY TEAM LEADER**

<b>NAME OF TEAM MEMBER</b>	<b>TASK</b>
<b>SCHOOL PRINCIPAL</b>	
<b>DEPUTY PRINCIPAL</b>	
<b>SECRETARY</b>	
<b>CHAPLAIN</b>	
<b>GUIDANCE COUNSELLOR</b>	

## **EMERGENCY CONTACT NUMBERS**

<b>GARDAI</b>	<b>9122333</b>
<b>AMBULANCE</b>	<b>999</b>
<b>HOSPITAL</b>	<b>9142233</b>
<b>PRESBYTERY</b>	<b>9122055</b>
<b>FIRE BRIGADE</b>	<b>999</b>
<b>D.E.S.</b>	<b>0906442700</b>
<b>N.E.P.S PSYCHOLOGIST</b>	<b>9165154/9143272</b>
<b>GROGAN'S ROAD</b>	<b>9123522</b>

**SUPPORT/ADDITIONAL MATERIAL**

**SHORT TERM ACTIONS AND ROLES ASSIGNED**  
**1<sup>st</sup>. DAY.**

<b><u>TASK</u></b>	<b><u>NAME</u></b>
<b>GATHER ACCURATE INFORMATION</b>	
<b>CONTACT APPROPRIATE AGENCIES</b>	
<b>CONVENE A MEETING WITH KEY STAFF</b>	
<b>ARRANGE SUPERVISION OF STUDENTS</b>	
<b>HOLD STAFF MEETING</b>	
<b>ORGANISE TIME TABLE FOR THE DAY</b>	
<b>INFORM PARENTS</b>	
<b>INFORM STUDENTS</b>	
<b>MAKE CONTACT WITH THE BEREAVED FAMILY</b>	
<b>DEALING WITH THE MEDIA</b>	

**MEDIUM TERM ACTIONS AND ROLES ASSIGNED.**

**24 – 72 HOURS**

<b>TASK</b>	<b>NAME</b>
<b>REVIEW THE EVENTS OF THE FIRST 24 HOURS</b>	
<b>ARRANGE SUPPORT FOR INDIVIDUAL/GROUPS/PARENTS/ /STUDENTS/TEACHERS</b>	
<b>PLAN THE RE-INTEGRATION OF STAFF AND STUDENTS</b>	
<b>PLAN VISITS TO INJURED</b>	
<b>LIAISE WITH FAMILY REGARDING FUNERAL ARRANGEMENTS ETC.</b>	
<b>ATTENDANCE AND PARTICIPATION AT FUNERAL SERVICE</b>	
<b>SCHOOL CLOSURE</b>	

**BEYOND 72 HOURS.**

<b>TASK</b>	<b>NAME</b>
<b>MONITOR STUDENTS FOR CONTINUING SIGNS OF STRESS</b>	
<b>EVALUATE RESPONSE TO INCIDENT AND AMEND CRITICAL INCIDENT PLAN APPROPRIATELY.</b>	
<b>FORMALISE PLAN FOR THE FUTURE</b>	
<b>INFORM NEW STAFF AND PUPILS</b>	
<b>DECIDE ON APPROPRIATE WAY TO DEAL WITH ANNIVERSARIES</b>	

## **SAMPLE LETTER TO PARENTS/GUARDIANS**

**Dear Parents/Guardians**

**The school has experienced (the sudden death/injury) to one of our students/staff. We are deeply saddened by this death/injury**

*(Brief details of the incident, and in the case of death, perhaps some positive remembrances of persons lost)*

**We have support structures in place to help your child cope with this tragedy.**  
*(Elaborate)*

**It is possible that your son may have some feelings that he may like to discuss with you. You can help your son by taking time to listen to him and encouraging him to express his feelings. It is important to give truthful information that is appropriate to his age.**

**If you would like any advice or support you may contact the following people at school** *(Details)*

**Principal.**

Sample letter requesting consent for  
Involvement of Outside Professionals.

Dear Parents/Guardians,

Following the recent (tragedy/ death of x) we have arranged specialist support for students in the school who need particular help. (X) is available to help us with this work. The support will usually consist of talking to boys either in small groups or on a one to one basis, and offering reassurance and advice as appropriate

Your son has been identified as one of the students who would benefit from meeting with (X). If you would like your son to receive this support, please sign the attached permission slip and return it to the school by ..... If you would like further information on the above or if you would like to talk to the psychologist, please indicate this on the slip, or contact the school.

Principal.

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I/We consent to having our son meet with .....

I understand that my son may meet x in an individual or group session, depending on the arrangements that are thought most appropriate.

Name of Student: \_\_\_\_\_.

Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_.

Signed: \_\_\_\_\_

(Parents /Guardians)

**USEFUL CONTACT NUMBERS.**

<b>BARNARDOS</b>	<b>01450355</b>
<b>THE SAMARITANS</b>	<b>1850609090</b>
<b>CHILDLINE</b>	<b>1800666666</b>
<b>PARENTLINE</b>	<b>1890927277</b>
<b>AWARE</b>	<b>016766166 1890303302</b>
<b>NATIONAL SUICIDE BEREAVEMENT SUPPORT</b>	<b>02495561</b>
<b>RAINBOWS</b>	<b>014734175</b>
<b>BEREAVEMENT COUNSELLING SERVICE</b>	<b>018391766</b>
<b>BEREAVEMENT COUNSELLING</b>	<b>016767727</b>