



# St. Peter's College Secondary School, Wexford

Office Telephone: (053) 91 42071

Web: [www.stpeterscollege.ie](http://www.stpeterscollege.ie)

Fax: (053) 91 46841

E-Mail: [info@stpeterscollege.ie](mailto:info@stpeterscollege.ie)

Office Hours: 09.00 a.m. – 01.00p.m./02.00 p.m. – 04.30p.m.

Principal: Mr. Robert O'Callaghan

Deputy Principal:

Mr. John Banville

---

## 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.
- Liaises with The Board of Management and the Department of Education and Skills.
- In case of bereavement, liaises 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"
- Liaising with external agencies for support or referrals
- Liaising 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 liaising 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**

**School Principal** Mr. Robert O'Callaghan

**School Deputy Principal** Mr. John Banville

**School Secretary** Ms. Linda Ennis

**School Chaplain** Fr. Aodhan Marken

**School Guidance Counsellor** Mr. Tom Gleeson

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