



Confidence Acceptance Respect Effort

ST. JOSEPH'S CO-ED. PRIMARY SCHOOL, EAST WALL, DUBLIN 3

Roll Number: 19774P

01-8556284

admin@stjosephscoed.ie

www.stjosephscoed.ie

Critical Incident Policy

Critical Incident Management Plan

Introduction:

In St. Joseph's Co-ed. Primary School we aim to protect the well-being of our pupils and staff by providing a safe, tolerant and well-catered for environment as outlined in our school philosophy statement.

The BOM through the Principal, the staff has drawn up a critical incident management plan. They have established a Critical Incidents Management Team to steer the development and implementation of the plan.

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

A critical incident may be any of the following examples.

- The death of a member of the school community through sudden death, accident, suicide or terminal illness
- An accident involving pupils or staff on or off the school premises
- A physical attack on pupil/staff member
- Intrusion into the school
- Serious damage to the school building
- Suicide
- A serious accident/tragedy in the wider community
- Disappearance of pupil from home or school
- Fire/natural disaster
- Outbreak of disease

The school aims to support its students and staff in the event of a critical incident. It also aims to create a coping supportive and caring ethos in the school.

Critical Incident Management Team:

‘It is a group from the BOM and staff of the school who know the school well enough to make the necessary decisions called for when an incident occurs’

One of the aims of the team is to return the school to the pre-incident, normal state as soon as possible.

The roles of the team are

- Team Leader
- Staff Liaison
- Pupils Liaison
- Parent Liaison
- Community Liaison
- Media Liaison

Critical Incident Management Team.

Chairperson Board of Management

Principal

Deputy Principal

Teachers

Team Leader; Chairperson of the Board of Management

- Alerts the team members to the crisis and convenes a meeting.
- Co-ordinates the tasks of the team
- Liaises with the Board of Management and Department of Education
- Liaises with the bereaved family

Staff Liaison; Principal

- Meets staff to brief staff on the facts as known, gives staff members an opportunity to express their feelings and outlines the routine for the day of vulnerable students.

Student Liaison; Teachers

- Liaises with other team members to keep them up-dated with information and progress.

Community Liaison; Chairperson

- Liaison with agencies in the community for support and onward referral.
- Updates team members on the involvement of external agencies.
- Co-ordinates the involvement of these agencies.

Parents Liaison; Principal

- Facilitates ‘questions and answers’ meetings.
- Meets with individual parents.
- Visits the bereaved family with the team leader.

Media Liaison; Deputy Principal

- With Team, prepare a public statement
- Ensure telephone lines are free for outgoing and important incoming calls
- Designate mobile numbers for contact
- Liaise with relevant outside support agencies

Creation of coping supportive and caring ethos in the school:

The following systems, which are already in place in our school or can be put in place in our school, help to lessen the probability of the occurrence of some incidents:

Physically Safe Environment – evacuation plan in place, fire drills take place termly, fire exits and extinguishers are regularly checked.

Psychologically Safe Environment –

SPHE programmes in place covering areas such as

- Grief and loss
- Stress/Anger Management
- Conflict Management
- Problem Solving
- Decision Making
- Communication Skills
- Alcohol and Drug Prevention

Students are protected and supported by the school Anti-Bullying Policy and peer support programmes.

Staff are vigilant for signs of depression.

If individual members of staff would like to pursue programmes in the area of Bereavement, Loss, Mental Health or Family Addiction, the Board of Management would offer any practical assistance it thought worthwhile.

Contact Numbers

Outside Agency	Contact Numbers
Gardaí	Store Street 01 6668002
Hospital	Mater Hospital 01 8032000
Fire Brigade	Dublin Fire Brigade 01 222 2222 Or

	999 / 112
Health Board/Primary Care Centre	Summerhill 01 921 1500
DE Inspectorate	01 8896553
NEPS	Dublin 01 8892700
DES Communications	01 8896400
24 Hr Doctor (D-Doc)	1850 22 44 77
East Wall Medical Centre Dr. Joseph Murphy Dr. Deirdre McDonald	01 8365505
Counselling	Rainbows Ireland 01 4734175
St. Joseph's Church, East Wall Parish Office	01 8742320