



MISSION STATEMENT –

“We at Carrigaline Community School aim to promote the holistic development of our students in a happy, caring, ordered and inclusive environment. We promote personal and academic excellence together with a strong sense of social responsibility based on the principle of mutual respect”

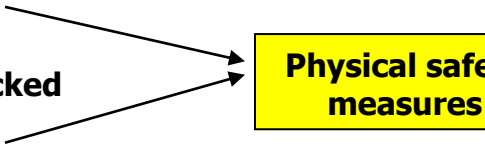
CRITICAL INCIDENT POLICY

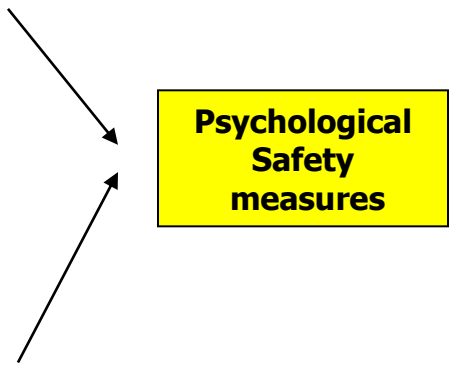


Next review date: Spring 2018

OUR PREVENTATIVE MEASURES...

Carrigaline Community School aims to protect the well being of its students and staff by providing a safe and nurturing environment at all times. A number of systems and curricular initiatives are in place to help build resilience in both staff and students thus preparing them to cope with a range of life events. These include measures to address both the physical and psychological safety of the school community, such as

- Evacuation plan in place
 - Regular fire drills
 - Fire exits and extinguishers regularly checked
 - Supervision rosters in place
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- Social, Personal and Health Education (SPHE) is integrated into the work of the school. It is addressed in the curriculum by addressing such issues as

- Grief and Loss
 - Communication skills
 - Anger management
 - Resilience
 - Conflict management
 - Problem solving
 - Help seeking
 - Bullying
 - Decision making
 - Prevention of substance misuse
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- Staff are familiar with Child Protection Guidelines and Procedures and details of how to proceed with suspicions or disclosures
- The school has developed links with a number of external agencies
- The school has a clear policy on bullying and deals with bullying according to this policy
- There is a strong pastoral care structure in the school
- Students who are identified as being at risk are referred to the appropriate staff member (e.g. Guidance Counsellor), concerns are explored and the appropriate level of support and assistance is provided. Parents are informed and, where appropriate, a referral is made to an appropriate agency.
- Staff are informed about how to access support for themselves.

DEFINITION:

A Critical Incident is any sudden or progressive development (event) that requires immediate attention and decisive action to prevent/minimise any negative impact on the health and welfare of one or more individuals. It can cause a significant number of people to experience reactions that are beyond the normal emotional range. It can overwhelm the normal coping mechanism of the school and disrupt the running of the school.

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 (e.g. fire, flood, explosion)**
- ❑ Disappearance of a member of the school community**
- ❑ A physical attack on a member of the school community**

AIM OF THIS POLICY: ~

The aim of this Critical Incident Policy is to help to ensure that, in the event of such an incident occurring, the management and staff of Carrigaline Community School react quickly, appropriately and effectively to maintain control of the incident, to limit the affects of the incident on staff and students, and to return the school to normality as soon as is possible.

CRITICAL INCIDENT MANAGEMENT TEAM (C.I.M.T.): ~

The C.I.M.T. of Carrigaline Community School consists of

- ❑ The Principal**
- ❑ The Deputy Principals**
- ❑ The School Guidance Counsellors**
- ❑ The School Chaplain**
- ❑ The School Secretary**

Other members of staff may be co-opted on as necessary. In the absence of The Principal /Deputy Principals the teacher(s) in charge shall assume their roles until their return.

A Critical Incident may occur

- ❑ **At school, directly affecting the community at large (e.g. a critical accident on school property during school hours)**
- ❑ **To members of the school, outside of school hours (e.g. accident on the way home, school exchanges, during holiday periods)**
- ❑ **To friends/acquaintances/family members of staff or students**

CRITICAL INCIDENT PROCEDURE

IMMEDIATE RESPONSE / ACTIONS

- **Initial report that a critical incident is thought to have occurred should be communicated to the Principal**
- **Issues of safety must be immediately addressed ~ safety of all is paramount**
- **Principal ascertains the facts, particularly when incidents occur away from the school property. The Principal must be able to verify what was reported to have occurred.**
- **If a critical incident has been verified to have occurred the Principal shall call an emergency meeting of the C.I.M.T. The C.I.M.T. will undertake to do the following (depending on the incident):**
 - ✓ **Manage the incident scene if appropriate – remove anyone at risk – initiate first aid - evacuate the area – seal off the area**
 - ✓ **Contact emergency services if this has not already been done**

- ✓ At the meeting of the C.I.M.T. the facts of the incident should be clearly stated by the Principal. At this point the C.I.M.T. should consider the following depending on the incident:

SHORT TERM RESPONSE /ACTIONS (1st DAY):

TASK	ASSIGNED TO	COMPLETED? Y/N
Gather accurate information (Who? What? When? Where?)		
Convene a C.I.M.T. meeting		
Organise student supervision		
Prepare and hold a full staff meeting		
Organise remainder of day		
Inform parents		
Inform students		
Make contact with bereaved family		
Deal with media (Prepare and agree statement)		
Compile a list of vulnerable students		
Hold end of day staff briefing		

MEDIUM TERM RESPONSE /ACTIONS (DAY 2 & FOLLOWING DAYS):

TASK	ASSIGNED TO	COMPLETED? Y/N
C.I.M.T. meeting to review events of day 1 and to plan day 2		
Meet whole staff		
Meet external agencies		
Arrange support for students, staff, parents		
Visit any injured parties		
Liaise with bereaved family regarding funeral/ ritual arrangements		
Agree on attendance and participation at funeral /ritual		
Make decisions about school closure		

Next review date: Spring 2018

FOLLOW –UP ~ BEYOND 72 HOURS

<i>TASK</i>	<i>ASSIGNED TO</i>	<i>COMPLETED? Y/N</i>
Monitor students for signs of continuing distress		
Liaise with agencies regarding referrals		
Plan for return of bereaved students		
Decide on memorials and anniversaries		
Review response to incident. Up-date plan if necessary		

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Appendices **(Handouts)**

- ***A classroom session following news of a critical incident***
- ***How to cope when something terrible happens***
- ***Reactions to a critical incident***
- ***Grief after suicide or suspected suicide***
- ***Reintegration of the bereaved child in school***
- ***Ways to help your child through this difficult time***