

Critical Incidents

Policy



Reviewed & Updated: October 2023

Ratified by Board of Governors: November 2023

Signed: *Jr enus Ball* Date: 8/11/2023

In drawing up this policy guidance has been taken from the document: Every School a Good School - A Guide to Managing Critical Incidents.

Definition

A critical incident may be defined as any sudden and unexpected incident or sequence of events which causes trauma within a school community and which overwhelms the normal coping mechanisms of that school. (Every School a Good School - A Guide to Managing Critical Incidents)

Although it is not possible to prepare in detail for every situation it is essential to have a general plan to hand which outlines the steps that need to be taken. The best preparation which schools can make is to have a Critical Incident Management Team and Procedures in place.

Critical Incident Management Team

The composition of a school's Critical Incident Management Team will vary according to individual school circumstances.

St Malachy's Primary School Drummullan:

Mrs Anne Bell - Principal and Team Leader

Mrs Laura Corr - Deputy Designated Teacher for C.P.

Mrs Laura Corr - First Aid

Fr Francis Coll - Parish Priest

Incidents which have Affected Schools

- Sudden death of pupil or member of staff
- Disappearance of a pupil or member of staff
- Death or injury of a pupil or staff member on a school outing
- Severe injury to pupil or staff member as a result of road traffic accident
- Serious assault on pupil or staff member in school
- Violent/disturbed intruder on school premises during school day

- Serious damage to school building or property through fire, flood or vandalism
- Civil disturbance in local community
- Pupil with contagious illness
- Immediate evacuation of the school with no likelihood of return for a number of hours

Procedures within School during the incident by the Critical Management Team

- Respond quickly, sensitively and work together as a team
- Keep Calm
- Call for help
- Ensure pupil/s safety
- Contact to be made with Parents/Guardians
- Sustain the effort until Emergency Services arrive
- Record Critical Incident in 'Critical Incident Recording Book' (Team Leader) using the proforma from 'Every School a Good School - A guide to Managing Critical Incidents' - **Appendix 1 and 2**

After The Incident

The aim of the work carried out in school during the weeks, months and sometimes years following a critical incident is to help its immediate and broader community cope with and recover from the critical incident. A return to normal routine requires careful and sensitive planning, timing and implementation. Staff will continue to monitor pupils' emotional wellbeing and be attentive to pupils with ongoing difficulties.

Support for Pupils

Returning to school for some pupils after a critical incident may be very difficult and every attempt will be made to provide as much continuity as possible. Suitable arrangements to support a pupil or pupils returning to school will be made.

Support for Staff

Some staff may need support in the longer term. The strain on staff of leading a school through a critical incident can be profoundly disturbing and may not be identified until after the crisis. Staff, both teaching and non-teaching, can often underestimate the impact on them and may not recognise that they are experiencing difficulty. The Critical Incident Management Team must be alert to this possibility and ensure that Staff is directed to sources of support.

The Critical Incident Response Team (CIRT) can provide advice and/or support to the school in the aftermath of a critical incident.

The E.A. Critical Incident Response Team includes a range of personnel from E.A. Support Services:

- Behaviour Support Team
- Educational Psychology Service
- Education Welfare Service
- Health and Welfare Services
- Pupil Personal Development Services

A list of useful contacts is kept in the General Office and with the Principal. Each member of the school's Critical Incident Management Team has a copy as Critical Incidents can occur during weekends and school holidays.

Useful Numbers

Critical Incident Response Team (CIRT) - 028 375 12515

St Malachy's Primary School Drummullan
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Appendix 1

Initial Report

Date: _____ Time: _____

Information Received From: _____

Contact Details: _____

Name of Person informed: _____

Information passed to: _____
(Name of person with overall responsibility)

Time _____ Date: _____

Facts of Incident received so far: Brief Description of the Incident on
(Date)

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Unconfirmed reports:

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Appendix 2

Details of individuals known to be involved

Name	Pupil/Member of Staff or Local Community	Involvement	Known/Suspected	Contact Details

Immediate Action

Critical Incident Team Management Informed _____(Time)_____ (Date)

Name of Person: _____

Arrange Meeting of Critical Incident Management Team

_____ (Time) _____ (Date)

Name of Person: _____

_____ (Time) _____ (Date)

