

CRITICAL INCIDENT POLICY

Scoil Mhuire aims to protect the well being of its students and staff by providing a safe and nurturing environment at all times. As stated in the school's mission statement "Scoil Mhuire seeks to provide a quality education for all its students in a challenging and positive environment. We are committed to holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged and marginalized." A number of policies and programmes have been formulated by the school to create a positive, caring school community. Such policies and programmes would include

- Anti Bullying Policy
- Code of Behavior
- S.P.H.E. Programme
- Guidance and Counselling Policy
- Athru Programme
- Senior Prefects
- Positive Mental Health Week
- "Healthy Promoting School" Committee
- Religious Education

Definition of Critical Incident:

The staff and management of Scoil Mhuire recognize a critical incident to be "any incident or sequence of events which overwhelms the normal coping mechanisms of the school". Critical incidents may involve one or more students or staff members, or members of the local community. Types of incidents might include:

- The death of a member of the school community through accident, violence, suicide or suspected suicide or other unexpected death
- An intrusion into the school
- An accident involving members of the school community
- An accident/tragedy in the wider community
- Serious damage to the school building through fire, flood, vandalism, etc
- The disappearance of a member of the school community

Aim of Plan

The aim of the Critical Incident Plan is to help school management and staff to respond quickly and effectively in the event of an incident, to maintain a sense of control and to ensure that appropriate support is offered to students and staff. The plan should also help limit the effects of the incident on staff and students and enable the school to return to normality as soon as possible.

Critical Incident Management Team:

- Principal
- Deputy Principal:
- Guidance Counsellors
- Members of staff who volunteered to be part of team

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 her absence the Deputy Principal.

Role of Team Leader:

- Alerts the team members to the crisis and convenes a team meeting
- Co-ordinates the tasks of the team members
- Liaises with the Board of Management; Department of Education and Science; NEPS
- Liaises with relevant family/families
- Liaises with the Gardai
- Ensures that information about the incident or other developments is checked out for accuracy before being shared

The Team Leader may delegate other areas of responsibilities to members of the CIMT. These responsibilities would include:

- Maintaining up to date lists of contact numbers of emergency support services and other external contacts and resources
- Contacting emergency support services
- Liaising with external agencies for support or referrals
- Liaising with Parents` Council and Students` Council
- Organising the supervision of students in the school
- Briefing and advising staff
- Advising staff on the procedures for identification of vulnerable students
- Providing materials for staff from critical incident folder
- Keeping staff updated on information/developments
- Taking care of vulnerable staff members
- Taking care of vulnerable students
- Setting up and supervision of `quiet` room
- Keeping records of students seen by external agency staff
- Visiting families closely associated with incident
- Preparing press statement and liaising with media
- Maintaining records

Record Keeping

Each team member will keep records of phone calls made and received, letters sent and received, meetings held, persons met, interventions used etc

Confidentiality

The management and staff of Scoil Mhuire have a responsibility to protect the privacy and good name of the people involved in an incident and will be sensitive to the consequences of any public statements. The members of the school staff will bear this in mind, and seek to ensure that students do so also.

Critical Incident rooms

In the event of a critical incident,

- Staff room will be the main room used to meet the staff
- Prefab area will be used for meeting with students
- Board of management room will be used for individual sessions with students
- Oratory will be available to all students and members of staff who wish to avail of a quiet space for prayer and reflection.

Critical Incident Management Plan**Critical Incident Management Team (CIMT)****Jacqueline Maher – Principal****Gemma Kiernan – Deputy Principal****Celine Nulty – Deputy Principal****Monica Mahon - Guidance Counsellor****Monica Farrell****Siobhan Byrne****Audrey Kearns****Geraldine Gilsenan – School Secretary**

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KEYROLES ASSIGNED BY TEAM LEADER

Team Member	Task	Telephone Number
J. Maher		0872725845
G. Kiernan		0858008022
C. Nulty		0877114113
M. Mahon		0879972715
M. Farrell		0868712059 0469437994
S. Byrne		0861708052
A. Kearns		0469438885 0872865023
G Gilsenan		0860623572

EMERGENCY CONTACT NUMBERS

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Gardai	Trim	046 94 31222
Ambulance		999
Hospital	Navan Blanchardstown Drogheda	046 90 21210 01 6465000 041 9837601
Fire Brigade		999
N.E.P.S. Psychologist	(Navan)	046 90 93310
Parochial House	Trim	046 94 31251
D.E.S.	Athlone	09064 74621
HSE/Community Care Team	County Clinic, Navan	046 90 78810
Boyne Community School	Trim	046 94 81655
Church of Ireland	Trim	046 94 36698

