

MURRISK N.S

CRITICAL INCIDENT POLICY

Murrisk N.S aims to protect the well being of its students by providing a safe and nurturing environment at all times.

Mission statement

The founding principle of St. Augustine's National School is to provide a safe and caring environment for the children we work with. Their happiness in school and the enhancement of their self-esteem are of prime importance, so that we may uphold and foster their appropriate moral, ethical, emotional and spiritual development as we meet their educational needs. Children are encouraged to achieve their full potential and leave us as well-rounded, confident and caring individuals, with the necessary skills to positively contribute to their community and the world at large.

Murrisk N.S. 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 staff and students, both in ordinary time and in the event of a critical incident.

What is a Critical Incident?

Murrisk N.S. recognises a critical incident to "an incident or sequence of events that overwhelms the normal coping mechanism of the school and disrupts the running the school". Critical incidents may involve one or more pupils, staff, the school, or our local community. Types of incidents might include:

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

Aim

Recognising that the key of managing critical incidents is planning, Murrisk N.S. has developed this Critical Incident Management Policy and accompanying Plan. Our hope is that, in the event of an incident, these will help staff to react quickly and effectively and to maintain a sense of control. They should also help us to achieve a return to normality as soon as possible and ensure that the effects on the students and staff will be limited.

Creation of a coping supportive and caring ethos in the school

We have put systems in place to lessen the probability of the occurrence of an incident. These include measure to address both the physical and psychological safety of both staff and students.

Physical Safety:

In Murrisk N.S. we have a Health & Safety Policy in place.

- Evacuation plan formulated
- Regular fire drills occur
- Fire exits and extinguishers are regularly checked

Psychological Safety

Murrisk N.S. aims to create an open and encouraging environment in the school where students can talk about their difficulties and seek help for same.

- SPHE Programmes are included in the curriculum to address issues such as grief and loss, communication skills, stress and anger management, conflict management, problem solving, help seeking, decision-making and alcohol and drug prevention.
- Our Discipline Policy includes an approach to bullying.
- Staff are informed of difficulties affecting individual students and are aware and vigilant to their needs.
- Staff have access to books and resources on difficulties affecting the primary school child.
- The school has developed links with outside agencies, which may be contacted in the event of an emergency and for onward referral of students.

Critical Incident Management Team

Murrisk N.S has set up a CI Management Team in line with the best practice and will maintain this team in future. The members of the team were selected on a voluntary basis and will retain their roles for at least one school year. The members of the team will meet once a year to review and update the plan. Each member of the team has a Ready-to-Go Pack with relevant materials to be used in the event of an incident.

Key roles have been identified and assigned as follows:

Team Leader

Staff Liaison

Student Liaison

Parent Liaison

Community Liaison

Media Liaison

In the event of a critical incident the responsibilities of each role-holder will be as follows:

Team Leader

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

A person who carried authority and can make decision during a crisis (eg school closure, attendance at memorial services etc)

Staff Liaison

- Leads meetings to brief staff on the facts as known, gives staff members an opportunity to express their feelings and outlines the routine for the day.
- Advises staff on the identification of vulnerable students.
- Is alert to vulnerable staff members and makes contact with them individually.
- Provides materials to staff from the Ready to Go Pack.

A staff member known, trusted and liked by the staff.

Student Liaison

- Liases with other team members to keep them up-dated with information and progress.
- Alerts staff to vulnerable students.
- Provide materials for students from the Ready-to-Go Pack.

A trusted and familiar figure to the students.

Community Liaison

- Liases 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.
- Maintains up to date lists of contact numbers of
 - Key parents, such as members of the parents council
 - Emergency support services and other external contacts and resources.

Someone with good contacts with agencies and relevant individuals in the community

Parent Liaison

- Facilitates "questions & answers" meetings.
- Meets with individual parents.
- Provides materials for parents form the Ready to Go Pack.
- Visits the bereaved family with the team leader.

Someone known to parents. This person should be comfortable speaking before a large group and have skills to manage emotional reactions of individual or groups of parents.

Media Liaison

- In preparing for the role, s/he will consider issues that may arise during an incident and how they might be responded to (eg. Students being interviewed photographers on the premises, etc.)

Someone with good interpersonal skill who would be comfortable talking t the media by phone or in person. A person who is able to set limits without being offensive.

- In the event of an incident, will liaise where necessary with the Communications Section in the DES.

Administrative Tasks

- Maintenance of up to date lists of contact numbers of
 - Parents or guardians
 - Teachers
 - Emergency support services
- Telephone calls need to be responded to, letters sent and materials photocopied.

Record Keeping

In the event of an incident each member of the team will keep detailed records of phone calls made and received, meetings held, persons met, interventions used, material used etc. The school secretary will have a key role in receiving and logging telephone calls, sending letters, photocopying materials, etc.

Letter to Parents.

Murrisk N.S will prepare a brief, written statement to include:

- The sympathy of the school community for the affected/bereaved family
- Positive information or comments about the deceased/injured person(s)
- The facts of the incident
- What has been done
- What is going to be done

Confidentiality and good name considerations

The school has a responsibility to protect the privacy and good name of the people involved in any incident and will need to be sensitive to the consequence of any public statements. The members of the school staff will bear this in mind, and will see to ensure that pupils do so also. [For instance, the term "suicide" will not be used without the consent of the family involved or until it has been established categorically that the person's death was a result of suicide. The phrases "tragic death" or "sudden death" may be used instead].

Critical Incident Room

In the event of a critical incident, the staff room will be the main room used to meet the staff, students, parents and visitors involved.

Development and Communication of this policy and plan

All staff were consulted and their views canvassed in the preparation of the draft plan. Parent representatives were also consulted and asked for their comments. Our school's final policy and procedures in relation to responding to critical incidents has been presented to all staff.

Each member of the critical incident team has a personal copy.

All new and temporary staff will be informed of the details of the plan.