

St. Patrick's Cathedral Grammar School



Critical Incident Management Policy (CIMP)

January 2022

Defining a Critical Incident

A Critical Incident is any incident or sequence of events which overwhelms the normal coping mechanisms of the school and disrupts the running of school. The Critical Incident Team will meet to decide whether an incident is deemed critical or not.

Critical Incidents may include:

- Death of a member of the school community through sudden death, accident, terminal incident or suicide

Critical Incident Management Policy January 2023

NB. The term suicide should not be used until it has been established categorically that the death is suicide. 'Tragic death' or 'sudden death' should be used instead.

- Fire in the school
- Takeover of a classroom
- Shooting
- Assault on a student or staff member
- Hostage situation
- Building collapse
- School trip/tour accident within or outside of the state
- Major gang fight
- Siege in the school
- Disappearance of a member of the school community

This list is by no means exhaustive.

Overview, Aim and Rationale

The goal of the CIMP for St Patrick's Cathedral Grammar School is to provide a caring, safe and supportive environment which respects the would school community so that all those involved will emerge from any critical incident knowing that there are support structures in place which will help them deal appropriately with the event.

The aim of the CIMP is to help school management and staff to react quickly and effectively in the event of an incident, to enable us to maintain a sense of control and to ensure that appropriate support is offered to students and staff. Having a good plan should also help ensure that the effects on the students and staff will be limited. It should enable us to affect a return to normality as soon as possible.

Though the Principal obviously exercises a pivotal role in the school's response to a critical incident, Best Practice recommends the formation of a Critical Incident Management Team (CIMT) composed of key school personnel, in providing a supportive role. The role of NEPS is to support schools in supporting students and staff.

The rationale for this plan is to enable the school to identify risks and to have a communication plan in place that can be effectively put into action when an incident occurs in the school. It will be used in conjunction with all other school policies and procedures in promoting student and staff wellbeing and in creating effective care systems in the school. **The Critical Incident Management Team**

A planning team of key personnel should exist. The CIMT consists of individuals from the school community who know the constituency that comprises the school and each other well enough to make the necessary decisions called for when an incident occurs.

Critical Incident Management Policy January 2023

Generally, the Principal will play a key role and in their absence the Deputy Principal. The staff involved may depend on the group of students affected or the skills required to deal with the situation that has arisen.

Normally, the minimum a team will consist of is the Principal, Deputy Principal, Year Head(s), Chaplain and Guidance Counsellor. The responsibility for tasks to be carried out should not sit with one or two individuals. When deemed necessary this team should liaise with other bodies associated with the school including the Board of Management and the Parents' Association. In addition, outside agencies may need to be consulted, including the Department of Education and Skills, the National Educational Psychological Service (N.E.P.S.), the State Exams Commission, the Department of Foreign Affairs if incident is abroad, and any other body with specialist expertise that may be useful and/or necessary.

Roles and Responsibilities in the CIMT

Team Member	Responsibility
Team Leader	Alerts the team members to the crisis and convenes a meeting informing them of all relevant facts. Delegates and coordinates the tasks of the team. Informs and liaises with the Board of Management, the Board of Governors, NEPS, Tusla, DES and the local Gardaí (where appropriate).
Staff Liaison	Briefs staff at the earliest opportunity. Students will be supervised at these times. The facts, as known, will be disclosed to the staff members who will be given an opportunity to express their feelings and ask questions. Staff will be briefed on the procedures for identification of vulnerable students. Staff will be updated as appropriate.
Student Liaison	Informs students of the facts of the incident, coordinates information from Form Teachers and subject teachers regarding students whom they are concerned about and alerts other staff to vulnerable students.
Parent Liaison	Liaises with the family, visits the family, may arrange a meeting of parents, and manages the 'consent' issues in accordance with agreed school policy.

The Critical Incident Management Team

Critical Incident Management Policy January 2023

Team Leader	Mr Tim Gill (Principal)
Staff Liaison	Mr Tim Gill (Principal), Ms Sinéad Corkery (Deputy Principal), Ms Sarah Cullen, Ms Claire McCarthy, Ms Áine Balfe, Mr Enda Brady & Ms. Patricia Harrington (School Management Team)
Garda Liaison	Mr Tim Gill (Principal)
Counselling Coordinator	Ms Patricia Harrington (Guidance Counsellor)
Students' Liaison	Mr Tim Gill (Principal), Ms Sinéad Corkery (Deputy Principal), Rev David Oxley (School Chaplin), Form Teachers and members of the School Management Team
Parents Liaison	Mr Tim Gill (Principal)
Community Liaison	Mr Tim Gill (Principal)
Media Liaison	Mr Tim Gill (Principal)
Relevant Form Teacher(s)	As appropriate
Administrator(s)	Ms Avril Watchorn, Ms Heather Farrell
<p>The following staff/agencies may be involved as the CIMT deem appropriate:</p> <p>SEN Team, Form Teachers, classroom teachers, NEPS.</p>	

Checklist for immediate action

Principal, Deputy Principal and CIMT

- Ensure safety of students and staff
- Convene a meeting of the CIMT (if during term time) or contact all members of the CIMT (if outside of term time).
- Gather the facts of the incident (who, what, when, where).
- Identify high risk students and staff.
- Contact appropriate outside agencies if necessary (Gardaí, emergency services, HSE, NEPS, DES, SEC, Board of Management, Board of Governors).
- Agree a statement of facts for staff, students, parents and the media.
- Inform all staff of the incident either by phone call (during term time) or via email if the matter is less urgent and it is outside of term time.
- Appoint an administrator to deal with phone enquiries.
- Inform staff of what outside agencies have been contacted.
- Delegate responsibilities to the CIMT members
- Prepare media statement.

Critical Incident Management Policy January 2023

- Log all actions taken.

All Staff

- Share agreed information with the student population.
- Maintain the normal routine as far as possible for classes not immediately affected.
- Identify high risk students and inform CIMT.

Checklist for medium term action

Principal, Deputy Principal & CIMT.

- Convene CIMT meeting and, if necessary, a staff meeting
- Review the events of the first 24 hrs.
- Provide any necessary factual updates.
- Check how everyone is coping.
- Look for feedback on vulnerable students.
- Arrange support for students (*pg 27 Guidelines*)
- Seek parental approval for support meetings with outside agencies.

Follow-up – beyond 72 hours

All subject teachers	Monitor students for signs of continuing distress
Principal, Deputy Principal, Guidance Counsellor	Liaise with agencies regarding referrals
Principal, Deputy Principal, Form Teacher(s)	Plan for return of bereaved, injured student(s) (R13 Guidelines) and staff.
Principal, BOM, BOG	Legal and financial consequences
BOM & Pastoral Care Team	Decide on memorials and anniversaries
BOM & CIMT	Review response to incident and amend plan

Emergency Contact List:

Gardai /Ambulance/Fire Brigade		999
Gardai:	Kevin Street Liam Holland (JLO) Community Garda David O'Halloran and Shane.j.conlon@gard.ie	01 6669400, 6669446 [REDACTED]
Hospitals:	Tallaght Tallaght (A&E) St James St Jame's (A&E)	01 4142000 01 4143500 01 4103000 01 4162774
Local Doctors:	Dame Street Medical Centre Dublin Urgent Care Dr John Latham	01 6790754 01 6759797 01 7085700
Clergy:	Dean Morton Rev Charles Mullen Rev David Oxley	[REDACTED]
Counsellor:	Patricia Harrington [REDACTED]	[REDACTED]
Psychologist:	National Educational Psychological Service Máire Dooley	01 8892700 [REDACTED]
Health & Safety:	National Health and Safety Authority	01 6147000
Department of Education and Skills:		090 6483600 01 8896400
Tusla:	General Enquiries Duty Social Worker Child and Family Agency, Wellmont Health Centre, Wellmont Park, Finglas, Dublin 11. (01-8567704)	01 7718500 076 6955749
State Exams Commission:		090 6442700

Insurance Brokers: Arachas	01 2135000
Pieta House:	1800 247 247
Saint John of God	01-277-1400
Saint Patricks Hospital	01 249 3200

Evaluation & Review

This policy is devised in line with the NEPS Guidelines and Resource Materials for Schools 'Responding to Critical Incidents' and reflects other school policies and procedures.

Evaluation is a vital part of the process of maintaining a viable Critical Incident Strategy. Crisis management can only develop with analysis of past incidents, feedback in the light of past responses and systematic evaluation of all protocols in place. In the event a critical incident occurs the school's response to the incident will be evaluated and the CIMP amended appropriately.

The Board of Management of St Patrick's Cathedral Grammar School ratified this policy on
xxxxx

Signed: _____
(Chairperson of the Board)

Date: _____

This policy and policies mentioned within are available to view on the school website or at the school by parents on request.

Appendix 1

In the event of a critical incident, it has been decided the members of the CIMT will take responsibility for contacting certain assigned staff members. Depending on the incident and when it occurs discretion will be used, and staff will be contacted via a phone call or an email to their school email account followed by a text message.

Member of CIMT	Responsible for contacting:
Mr T. Gill (Principal)	Deputy Principal, Chairperson of the BOM, Rev. Oxley, Dean Morton.
S.Corkery	S. Cullen, C. McCarthy, A. Balfe, P. Harrington, E. Brady
S. Cullen	H. Staunton, R.McMahon M. Doyle
C. McCarthy	S. Whyte, A.Lawless, M. Macari
A, Balfe	C. Kirwan, S. Sweeney, Ash.Hussain
P. Harrington	K.Burke, Catherine McFadden, C.Lynch
E. Brady	A. Watchorn, H. Farrell, D. Gordon, Cleaning Staff.

Cooperating teachers will take responsibility for contacting their PME students.