



Colaiste na hInse

*Critical Incident
Management Plan (CIMP)*

Introduction

In Coláiste na hInse we are a learning community committed to the development of the whole person within a context which values each of its members. In Coláiste na hInse we have a vision that our school is an outstanding progressive centre of teaching and learning, where the three cornerstones of our school bród (pride), uaimhian (ambition) and dearfach (positivity) are lived daily allowing personal growth and wellbeing and empowering us to aimsigh ar realt eolais through positive relationships, respect, inclusivity and encouragement'

In keeping with our school vision statement, the Board of Management is committed to the care of staff and students in our school. This policy refers to the response taken by this school should a Critical Incident occur. As each Critical Incident will require the school to respond in a manner appropriate to that particular incident at that time, this CIMP is intended to serve as a general outline of procedures to be followed in the event of a Critical Incident occurring.

Definition

For the purposes of this policy, a critical incident is defined as any incident or sequence of events which overwhelms the normal coping mechanisms of the school and/or disrupts the running of the school and/or attracts public/media attention on the school e.g.

- The death of a member of the school community through natural causes such as illness, an accident, by a deliberate act of violence or by suicide
- A serious accident involving pupils or staff either onsite or offsite
- The disappearance of a member of the school community
- A fire or explosion in the school
- Serious damage to the school through flooding or vandalism
- An intrusion into the school
- Threats of harm to students, personnel and/or facilities
- Outbreak of a communicable illness or disease
- Serious accident or tragedy in the wider community
- Use of weapons or explosives in or near the school
- Civil disturbances including terrorism

Critical incidents may involve one or more students or staff members, or members of the local community

Aim of the CIMP

The aim of this 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 effect a return to normality as soon as possible

Creation of a coping supportive and caring ethos in the school

At Coláiste na hInse we have put systems 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.

Physical Safety:

Coláiste na hInse has developed a Health and Safety Policy and the following are examples of other measures taken regarding ensuring physical safety of members of the school community:

- Evacuation plan has been developed
- Regular fire drills occur followed up by review and evaluation
- Regular Health and Safety audits
- Fire exits and extinguishers regularly checked
- Supervision in the early morning, break time, lunchtime and after school
- Sign in/Sign out systems for students at main reception area
- Adherence to public health advice regarding COVID-19
- Development of a COVID-19 school response plan

Psychological Safety:

The management and staff at Coláiste na hInse aim to use available programmes and resources to address the personal and social development of students, to enhance a sense of safety and security in the school and to provide opportunities for reflection and discussion. Examples at Coláiste na hInse include:

- Two full time Guidance Counsellors
- Dedicated co-ordinator of An Cuan ASD classes.
- Réaltóir system
- Pastoral Care Team at the school which meets on a weekly basis and more often if required
- Social Skills Development groups
- Timetabled SPHE classes for all Junior students
- Anti - Bullying Policy and Anti Bullying Co-ordinator
- Staff access to training for SPHE
- Staff training and awareness of the Child Protection Procedures and details of how to proceed with suspicions or disclosures
- Range of themed weeks over the course of the school year including Positive Mental Health Week, and Anti Bullying Week
- Staff training available regarding positive mental health, suicide awareness, eating disorders and depression etc.
- Availability of booklets, resources and information on difficulties affecting post primary students available within the school (guidance offices)
- Development of links with a range of external agencies
- Regular updates and reminders to students and staff regarding accessing support for themselves
- Series of talks for parents organised in partnership with the Parents Association around specific topics including Wellbeing and Appropriate use of Social Media

Critical Incident Management Team (CIMT)

A CIMT has been established in line with best practice. The members of the team will meet annually to review and update the policy and plan.

Best Practice in Managing Critical Incidents

The key to managing a critical incident is planning. NEPS Psychologists report that schools that have developed school policy and a CIMP are able to cope more effectively in the aftermath of an incident. Having a plan enables staff to react quickly and effectively to maintain a sense of control. It may also ensure that normality returns as soon as possible and that the effects on the students and staff are limited.

Research suggests that an effective response by the school during the first 48 hours is crucial.

To ensure this occurs Coláiste na hInse will carry out the following on an annual basis:

1. Form a CIM Team to include: the Principal, Deputy Principals, Assistant Principals, Guidance Counsellors, SEN Co-ordinator, Wellbeing Co-ordinator, Co-ordinator of An Cuan, Representative of the Board of Management (Chairperson), Representative of the Parents Association (Chairperson) and Representative of Administrative and Ancillary Staff (School Secretary & Caretaker). This team will meet annually.
2. Maintain an up-to-date list of contact numbers for Staff, parents/guardians of students and the emergency support services.
3. Maintain a texting system for staff and parents/guardians so that information can be conveyed should a CI happen outside of normal school hours.
4. Copies of the CIMP and the Database of Contact Numbers will be kept in the Administrative Office and the Principal's Office.
5. Copy of School Layout will be retained in the Administrative Office and in the Principal's Office.
6. In the case of school tours, the tour leader will compile an information pack to include: Name of the tour leader, a list of all participating teachers and pupils, contact numbers for teachers and pupils, relevant medical information on pupils and permission forms from parents in case of a medical emergency, insurance details and copy of itinerary. A copy of this file will be left with the Principal and in the Administrative Office prior to departure. A school mobile phone will also be made available to staff for international outings and trips
7. All staff will be made aware of the Health and Safety Policy, the Fire Evacuation Procedures, the location of defibrillators and the names of those trained in their use and in First Aid. These lists will be posted near the defibrillators, in the staffroom, in the Administrative Office and attached to this document.
8. Staff will be reminded of these procedures at the initial staff meeting annually and this information will be included in the staff manual which is available on SharePoint.

Procedures to be followed in the event of a Critical Incident

On notification of a Critical Incident, the Principal will convene the CIMT to:

- Ascertain the facts
- Make contact with the families concerned
- Consider which agencies need to be contacted and contact appropriate agencies (e.g. NEPS, DES)
- Agree on a statement of facts for staff, pupils, parents/guardians and the media and inform these parties as appropriate and ensure that these will be delivered to staff and students in a clear, appropriate and consistent manner.
- Inform Staff, students, BOM, Parents Association, local priest, Director of Schools, CE LMETB. Regarding students, class groups are better than larger assemblies.
- Contact Principals in other schools, where appropriate and ask for Guidance Counsellors to be available if needed to attend on site. Remind Principals of importance of confidentiality until information shared with the school community and advise regarding no comments to media etc. as all must come through the school Principal where the CI has occurred
- Plan a whole staff briefing considering supervision arrangements
- Consult staff and students if there is an event scheduled such as educational outing, sports competition etc.
- Identify high risk pupils
- Agree the text of a letter/text message to be sent to parents
- Discuss how to deal with the Media. The Principal will deliver all statements to the news and media
- Appoint one/two persons to deal with phone calls
- Delegate appropriate responsibilities to the CIMT members and organise timetable/supervision rota for the day
- Appoint two/three members of staff to meet with parents attending the school after the news of the CI has been made public and advise them of the appropriate next steps
- Organise support and rooms for counselling and assistance where appropriate. Consider which rooms will be allocated to school personnel, which rooms will be allocated to external agencies and which rooms will be allocated to students as a 'quiet room'. Organise supervision for the 'quiet room' and set up a sign in/sign out procedure for same. A similar room may be set up for staff
- Consider letters of consent/phone calls to parents for students to access the services of the school psychologist
- Appoint a member of the CIMT to compile a list of all students who access the services of the guidance counsellors/school psychologist/external agencies
- Endeavour to maintain the regular school routine, if possible
- When appropriate arrange for representatives from the school to visit the home(s) of the person(s) concerned
- Agree the next meeting time for the CIMT/key staff
- Arrange a follow up staff meeting at the end of the day

In the event of death:

- Inform staff and pupils of the funeral arrangements
- Arrange involvement in the liturgy if agreed with the bereaved family. Consider different religions in the school when deciding which students should attend etc.
- Facilitate staff and pupils response e.g. book of condolence, BOM, LMETB, Parents Association, Student Council vote of sympathy, flowers, guard of honour
- Support distressed pupils and staff
- Ensure counselling service is available
- Care of the deceased person's possessions in keeping with parents/guardians' wishes
- Facilitate return to school of siblings and close friends
- Monitor siblings and friends of the deceased and engage in regular communication with their parents/guardians
- Update and amend school records and inform the DES

Critical Incident Management Team – Coláiste na hInse Members

Name	Title	Contact Number
Sarah Ross	Acting Principal	
Gabrielle Harte	Deputy Principal	
Martin Mc Cabe	Deputy Principal	
Aoife Tiernan	Guidance Counsellor	
Sam Russell	Guidance Counsellor	
Claire Doyle	Guidance Counsellor	
Niamh O'Neill	SEN Co-ordinator	
To be filled	Wellbeing Co-ordinator	
Shauna Lennon	An Cuan Co-ordinator	
Teresa Ludlow	School Secretary	
Lauren Killen	Receptionist	
Brian Emmet	School Caretaker	
Gary Bartley	School Caretaker	
Fr. Denis Nelis	Parish Priest	

Assistant Principals		
Emma Fitzgerald	1ú Réaltóir	
Leona Mc Cormack Dylan Kirwan	2ú Réaltóir	
Denise Kierans	3ú Réaltóir	
Josh Cooney	IB Réaltóir	
Audrey Walsh	5ú Réaltóir	
Audrey Walsh	6ú Réaltóir	
To be filled	Attendance and PR	
Sarah Mc Cabe	IT co-ordinator	
Ciarán Mc Cabe	Programme Co-ordinator	
Waiting to be filled	Assistant Health and Safety Officer	
Oonagh Reilly	Special needs assistant	
Deirdre Murphy	Special needs assistant	
Lorraine Lynch	Special needs assistant	
Celine Mc Kevitt	Special needs assistant	
Marie Prendergast	Special needs assistant	
Elaine Smith	Special needs assistant	
Cathy Kelville	Special needs assistant	
Karen Despard	Special needs assistant	
Teresa Murphy	Special needs assistant	
Joseph Fay	Special needs assistant	
Geraldine Flanagan	Special needs assistant	
Cian Bellew	Special needs assistant	

Contact Details – Emergency Services

Name	Details	Contact Number
Ambulance	Drogheda	999 or 112
Lourdes Hospital	Drogheda	041 9837601
Louth County Hospital	Dundalk	042 9334701
Garda	Laytown	041 9813320
Garda	Drogheda	041 9874200
Fire Brigade	Drogheda	041 9832222
Doctor	Laytown Health Centre	041-9827012

Contact Details – CEO LMETB

Name	Details	Contact Number
Martin O’ Brien	CEO LMETB	

Staff who have received Defibrillator Training

Name
Martin McCabe Eimear Fitzmaurice Dylan Kirwan Heather Moran Orla Kierans Síofra McKeever Eoin Campion Emmett Casey Catherine Keville Raychel Kelly Cathy Donoghue Conor McCaughley Gerard O’Reilly
Location of Defibrillators

Outside main school office

Staff who have received 1st Aid training

Name
Martin McCabe
Eimear Fitzmaurice
Dylan Kirwan
Heather Moran
Orla Kierans
Síofra McKeever
Eoin Campion
Emmett Casey
Catherine Keville
Raychel Kelly
Cathy Donoghue
Conor McCaughley
Gerard O'Reilly

Students Needing Assistance during an Emergency Evacuation

Name	SNA if applicable

Contact Details – Board of Management Members

Name	Details	Contact Number
Sharon Tolan	Chairperson	
Wayne Harding	LMETB	
Gráinne Cronin	Parents Rep	
Paul Tanner	Parents Rep	
Gerard O'Reilly	Teacher Rep	
Aisling Mc Gee Power	Teacher Rep	
Ray Finlay	Community Rep	
Fr. Denis Nelis	Community Rep	

Eilis Flood	Secretary to the Board	
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Contact Details – Supporting Personnel/Agencies

Name	Details	Contact Number
Hilary Power	NEPS School Psychologist	01-8650430
Margaret Carolan	NCSE School SENO	016033244
Imogen Nolan	Educational Welfare Officer	
Child & Family Centre Drogheda (CAMHS)	CAMHS	041 9838574
Carecall (Staff)	Staff support	1800 411 057
TUSLA Social Work Navan	Reporting a concern	046-9098560
State Examinations Commission	SEC	0906 442700
Department of Education	DES	01 8896400
TUI	TUI	01 4922588

Contact Details – Parents Association

Name	Details	Contact Number
Alexia Davis/Aine Moore	Chairperson	
Rosemarie Conroy	Secretary	

Contact Details – Bus Companies

Name	Details	Contact Number
Murrays	Bus company	041-9823652
John Sheilds	Bus company	086-2550812
Mullens	Bus company	041-9878191
Pierce Mc Nally	Bus Escort	087-9621241

Bus Eireann School Transport Dundalk	Long Walk Dundalk	042 682 5900
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Follow Up Actions

The Principal and the CIMT will engage in follow up work in the weeks, months and years following a critical incident. The purpose of this follow up will be to help the school community cope with the impact of the event in the longer term and to monitor those individuals with ongoing difficulties. The school will also take decisions regarding reviewing the Critical Incident Policy and plan memorials where appropriate.

Following a Critical Incident, it is expected that there will be ‘normal’ distress among a number of students, especially close friends or relatives. Within approximately six weeks most students will have returned to normal functioning. However, if students continue to show significant signs of distress a number of weeks after the incident, they may need to be referred on to other external agencies. The CIMT will decide on the appropriate steps that need to be taken for particular students on an individual basis.

Medium Term Actions regarding a CI

It may sometimes be the case that that first day following a critical incident is quite calm as people may be in shock. In Coláiste na hInse we realise that day two may be a day when more support is needed as the news begins to sink in. The CIMT will continue to meet each day until the school returns to normal functioning

The CIMT will also consider the following:

- Preparation for the return of a bereaved student
- Discussions around a memorial for a particular student. A representative from the school will liaise with the relevant family in this regard
- Discussion around upcoming events that the deceased student would have been part of including: awards ceremonies, how to manage exam results, Graduation and Debs nights etc
- Discuss the management of exam results and the return of practical work submitted to the SEC. The SEC will be notified of the need to attend to the issuing of results of a deceased student
- Return personal belongings to the family or families
- Mark the school’s calendar in advance with the anniversary date. Anniversaries may trigger emotional responses in students or staff and they may need additional support at this time. The school may decide to acknowledge the anniversary and will link with the family on any proposed commemoration
- Sensitivity around birthdays, Christmas, Mother’s day, Father’s Day

Review & Evaluation of the CIMP

Following a Critical Incident, the CIMT will evaluate the school’s response to the Critical Incident and will amend the CIMP where appropriate. A selection of review and evaluation questions which will be utilised include:

- What went well?
- Where were the gaps?
- What was most helpful?
- What was least helpful?
- Have all necessary onward referrals to support services been made?
- Is there anything outstanding that requires follow up or review?

Consultation and Communication regarding the Plan

All staff were consulted, and their views canvassed in the preparation of this policy and plan. Students and parents' representatives were also consulted and asked for their comments. Our school's final policy and plan in relation to responding to critical incidents has been presented to all staff. All new and substituting staff will be informed of the details of the plan by the Principal/Deputy Principals. Staff will be reminded regularly that the Critical Incident Folder is always located in the main office at the school.

***This policy has been reviewed and ratified by the Board of Management
On***

Signed
Sharon Tolan
Chairperson of Board of Management

Date: 26/09/2023