



Naas Community College Critical Incident Policy

Objectives

- Promote mental health and an effective pastoral care system
- Be proactive in preparing for critical incidents

Aim

The aim of the Critical Incident Plan is that in the event of such an incident as outlined below, the plan will help staff and management to react quickly and effectively and to maintain control of the situation. The plan will also help the school to return to normality as soon as possible and limit the affects of the incident on staff and students.

Introduction

Naas Community College strives to be a caring and supportive community. If the crisis affects the wide school community, then the Critical Incident plan is put into action. This is to ensure that the best practice is followed in offering emotional, spiritual and psychological supports to all those affected by the tragedy at the critical time.

This Quick Guide must be read in conjunction with the following documents:

1. Responding to Critical Incidents –Guidelines for schools (NEPS)
2. Responding to Critical Incidents –Resource Materials for Schools (NEPS)

Definition of a Critical incident

A critical incident may be defined as 'Any incident or sequence of events which overwhelms the norm of coping mechanisms of the school and disrupts the running of the school.'

Critical incidents may include:

- Death of a member of the school community through sudden death, accident, terminal illness or suicide
- An accident involving students or staff on or off the school premises
- A physical attack on staff member(s) or student(s) or intrusion into the school
- Serious damage to the school building through fire, flood, vandalism etc.
- The disappearance of a member of the school community
- An accident/tragedy in the wider community
- Assault on a staff member/Assault on a student
- Building collapse

This list is not exhaustive

Levels of Critical Incident

- Response Level 1: the death of a student or staff member who was terminally ill; the death of parent/sibling; a fire in school not resulting in serious injury; serious damage to school property
- Response Level 2: the sudden death of a student or staff member
- Response Level 3: incident: an accident/event involving a number of students; a violent death; an incident with a high media profile or involving a number of schools

Critical Incident Management Team (CIMT)

The CIMT team comprises of the Principal, Deputy Principal, Chaplain, Guidance Counsellor and other teachers concerned (i.e Class Teacher or Year Head of the affected group). The School's CI Team are listed below.

Critical Incident Management Team:

Ciarán Keegan, Sarah Buckley

Step-by-Step Approach

Short Term Actions and Roles Assigned

TASK	NAME
Gather accurate information	Ciarán Keegan
Contact appropriate agencies	Ciarán Keegan
Convene a meeting with key staff	Ciarán Keegan
Arrange Supervision of Students	Sarah Buckley
Hold Staff Meeting	Ciarán Keegan
Identify vulnerable students & Staff	CI Team
Organise Quiet Room	Sarah Buckley
Organise timetable for the day	CI Team
Inform Parents	CI team
Inform Students	CI team
Make contact with bereaved family	Ciarán Keegan
Deal with the Media	Ciarán Keegan

Medium Term Action and Roles Assigned

TASK	NAME
Review events of first 24 hours	CI Team
Arrange support for individuals/groups of students, parents	Year head, class teachers
Review list of vulnerable students & staff and assess how they are doing	CI Team
Plan the re-integration of students & Staff	CI team, class teachers
Liaise with family re funeral arrangements	Ciarán Keegan
Attendance / participation in funeral	Ciarán Keegan
School Closure	Ciarán Keegan

Long Term Action and Roles Assigned

Monitor students & staff for continuing sign of stress	CI Team
Evaluate response to incident and amend critical incident plan appropriately	CI Team
Formalise plan for the future	CI Team
Inform new staff and students	CI Team
Decide on appropriate way to deal with anniversaries	CI Team

Contact Details of Agencies

Outside Agency	Name/Address	Contact Number
Garda	Naas Garda Station	(045) 884 300
Hospital	Naas General Hospital	(045) 849500
Fire	Naas Fire Brigade	(045) 879964
Local GP's	Out of Hours GP (K Doc) Naas General Practice <ul style="list-style-type: none"> • Dr Marie Meehan • Dr John Kehoe Dr Philip Ahern Dr Daniel Purcell Dr Maura Murray Basin Street Medical Centre <ul style="list-style-type: none"> • Dr Elisa Hashim Dr Conor Devine Ballycane Surgery Dr Marie Fay Dr Caitriona Ni Bhriain Poplar Surgery	1890599362 (045) 876129 (045) 897977 (045) 898417 (045) 897062 (045) 871525 (045) 897372 (045) 856671 (045) 897301 (045) 875180 (045) 856709
Health Board	Kildare & West Wicklow	(045) 873 200

	Health Office	
Chairperson BOM	James Lawless	086 8348869
NEPS	Barbara Eustace	076 1108611 087 7451013 barbara_eustace@education.gov.ie
Clergy	Parish Office Fr. John Brickley, PP Catholic Priest on Call Church of Ireland – Rev. Philip Heak Naas Mosque	(045) 879 730 (045) 897 703 085 708 8407 (045) 897206 (045) 896928
Local Counselling	Haven Counselling Personal Counselling & Psychotherapy Centre	(045) 881743 (045) 896690
State Exams Commission	Main Directory	090 6442700
KWETB Contacts	Main Office	045 988 000

This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on 25th November 2015

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal

Date: _____

Date: _____

Date of next review: September 2016