**Critical Incident Plan 2021**

Cliffoney National School aims to protect its students and staff by providing a safe and nurturing environment at all times. The Board of Management has drawn up a critical incident plan as one element of the school’s policies and plans

Definition of Critical Incident

The staff and management of Cliffoney N.S. a critical incident to be ‘an incident or sequence of events that overwhelms the normal coping mechanism of the school.’ Critical Incidents may involve one or more students or staff members, or members of our local community.

Aim

The aim of the Critical Incident Management Plan, 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.

Physical Safety

* Fire alarms, exits and extinguishers regularly checked
* Front door is locked during class time
* Rules of playground

Critical Incident Management Team

As we are a small school, all members of staff are members of the Critical Management Team, the Principal has drafted the plan and will ensure that any new members of staff will become aware of the plan. The plan will be kept in thestaff room with the rest of the school’s policy documents

Team Leader - Principal

* Alerts members of staff
* Convenes staff meeting and co-ordinates tasks
* Liaises with BOM, NEPS
* Liaises with bereaved family
* Liaises with the Gardaí
* Ensures that information about deaths or other developments is checked out for accuracy before being shared
* Acts as a communications officer.
* Delegates tasks to other staff members if necessary e.g. if phone calls need to be made on a mass scale

Deputy

* Provides materials for staff from the critical incident folder located in principal’s office.
* Arranges for supervision of classes if necessary.
* Provides materials for parents (if needed) from the critical incident folder located in principal’s office.
* Arranges parent’s meetings, if needed, facilitate such meetings.
* Liaises with agencies in the community for support and onward referral.
* Is alert to the need to check the credentials of individuals offering support.
* Keeps records of children seen by external agency staff.
* Visits the bereaved family with the team leader.

Secretary

* Maintains up to date lists of contact numbers of Parents, Board of Management, emergency support services and other external contacts and resources.
* Takes telephone calls and notes those that need to be responded to.
* Ensures that template letters are on the school’s system in advance ready for adaptation.
* Photocopies materials needed.

Record Keeping

In the event of an incident each member of the team will keep records of phone calls made and receives, letters sent and received, meetings held, persons met, interventions and materials used.

Confidentiality and GDPR

The management and staff of Cliffoney N.S. have a responsibility to protect the privacy of the people involved in any incident and will be sensitive to the consequences of any public statements.

Consultation and communication regarding the plan  
  
All staff were consulted and their views canvassed in the preparation of this policy and plan.   
  
Our school’s final policy and plan in relation to responding to critical incidents has been presented to all staff.  
  
Each member of the critical incident team has a personal copy of the plan.  
  
All new and temporary staff will be informed of the details of the plan by the principal.  
  
This statement shall be regularly revised by the Board of Management of Cliffoney National School.

The school and Board of Management will refer to the current guidelines on **‘Responding to Critical Incidents. NEPS Guidelines and Resource Material for Schools**.’ Published by the Department of Education and Skills 2016. A soft copy of this will be stored in Anna Gorman’s computer located in the Secretary’s Office. A hard copy will be stored in the critical incident folder located in the Principal’s Office.

Sample letters and sample communications to the media will be stored on the critical incident folder located on the secretary’s computer (see section 11: resources ‘Responding to critical incidents, NEPS guidelines and resources materials for Schools’).

Sample letters and sample communications to the media will also be stored as a hard copy in the critical incident folder located in the principal’s office.   
  
Ratified and signed on behalf of the Board of Management:  
  
Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_