



Critical Incident Policy

Rationale & Scope

Our aim is always to protect the wellbeing of all our students and staff by providing a safe and nurturing environment. McEgan College`s mission statement reflects this; "To care equally for all and to promote learning, hard work and responsibility for self in an ordered and disciplined environment".

Using the following resources.

1. NEPS 2016 Guidelines and Resource Material for Schools "**Responding To Critical Incidents**"
2. Suicide Prevention in Schools: Best Practice Guidelines (IAS, National Suicide Review Group (2002))
3. Well-being in Post- Primary Schools Guidelines for Mental Health Promotion and Suicide Prevention (DES, DOH, HSE, 2013)

The BOM through the school Principal Ms. Trish Lynam has drawn up this policy.

As a school we have a plan in place to.

Respond to a Critical Incident.

Types of CI include which could involve staff, students or member of our community:

| | | |
|----------|-----------------------|-----------------------|
| Suicide | Accidental death | Violent death |
| Drowning | Road Traffic Accident | Sudden death/ illness |

Aim

The aim of the CIMP is to help us as a school community to react quickly and effectively in the event of a CI, to enable a sense of control and to ensure appropriate support is offered to students and staff. A good plan will hopefully allow a return to normality as soon as possible.

Creation of a coping supportive and caring ethos in McEgan College.

A series of systems are in place to build resilience in both staff and students, thus helping to cope through trauma.

Physical safety

Examples on how we create a coping ethos are as follow.

- Evacuation plan
- Regular Fire Drills
- Fire exits, extinguishers and defibrillators are regularly checked
- Pre -opening supervision of students in assembly area
- Sign -in and sign -out register for students
- All visitors report to main office
- All classroom doors are locked when not in use etc.

Psychological safety

The management and staff of McEgan College use appropriate approved educational programmes to address personal and social development of students to enhance a sense of safety and security and provide opportunities for reflection and discussion.

Examples include.

- SPHE programmes for all year groups. Topics covered include, bullying, coping with grief and loss, resilience, conflict management, communication skills, decision making, stress and anger management and promotion of positive mental health etc.
- Staff are offered training in SPHE

- Staff are familiar with Child Protection Procedures and know who the Designated Liaison Officer is and the Deputy Designated Liaison Officer
- Annual Positive Mental Health week for whole school
- School has a diverse range of links built up with external agencies; HSE, CAMHS, NEPS, EWO, TUSLA, Pieta House, Aware, Jigsaw, CDYS Youth Worker etc.
- School has a clear anti-bullying policy regularly updated in consultation with staff, students, parents and BOM
- Weekly scheduled care team meetings occur to support students using the "Continuum of Support" approach developed by NEPS (2010). Students considered at risk are referred to designated staff member (e.g. guidance counsellor, HSCL, SCP, or support teacher etc.). Parents/ guardians are kept informed and if appropriate referrals are made to an appropriate agency
- Staff are informed about how to access support for themselves

Team

A Critical Incident Management Team (**CIMT**) has been developed to steer the development and implementation of the Critical Incident Management Plan

| Roles | (TBA) |
|------------------------|--|
| Team leader | Trish Lynam & Deputy Hugh Coughlan |
| Staff liaison | Elaine Morris & James Cronin |
| Student liaison | Kelly Riordan, Mary B Manning & Carol Warren |
| Parent Liaison Officer | Helena Creedon |
| Community Liaison | Hugh Coughlan, Niamh Condon, Sarah Rice and Fr. Joe O'Mahony |
| Administrator | Ger O` Sullivan & Debbie Cooney |

Record Keeping

In the event of an incident each member of the team will keep records of phone calls made and received, letters, emails and texts sent and received, meetings held, persons met, interventions used, material used etc. The school administration staff; Geraldine or Debbie will have key roles in receiving and logging telephone calls, sending letters, photocopying materials etc.

Confidentiality

The management and staff of McEgan College have a responsibility to protect the privacy and good name of the people involved in any incident and will be sensitive to the consequences of any public statements. All staff members will bear this in mind and will also seek to ensure students do so also. For instance, the term "suicide" will not be used unless there is confirmed information that the death was due to suicide, and that the family involved consents to its use. The phrases "tragic death" or "sudden death" may be used instead. Similarly, the word "murder" should not be used until it is legally established that a murder was committed. The term "violent death" may be used instead.

Critical Incident Rooms

In the event of a CI

| | |
|----------------------------|-----------------------------------|
| Staff room | room to meet staff |
| Room 10 | room to meet students |
| Room 21 | room for parents |
| Main office | media |
| Guidance counsellor room | individual sessions with students |
| Students from room 21 & 22 | room 22 |

Consultation and communication of plan

All staff are consulted, and their views considered in the preparation of this policy and plan. Students and parents/guardians are also consulted for their views and comments.

Each member of the team has a copy of the plan and policy.

All new and temporary staff are made aware of the plan/policy by the principal.

The plan will be updated regularly.

Date of next review

September 2024

Critical Incident Management Team

| <u>Role</u> | <u>Name & Email address</u> | <u>Telephone number</u> |
|--------------------|--|---|
| Team leader | Trish Lynam patricia.lynam@corketb.ie | 087/2403173 |
| Garda liaison | Trish Lynam patricia.lynam@corketb.ie | 087/2403173 |
| Staff liaison | Elaine Morris elaine.morris@corketb.ie James Cronin james.cronin@corketb.ie | 087/7408098 085/7450103 |
| Student liaison | Lilian O` Mahony lilian.sheehan@corketb.ie Mary B Manning maryb.manning@corketb.ie Carol Warren carol.warren@corketb.ie Colette Dineen (SCP) colette.dineen@corketb.ie Daniel Cronin daniel.cronin@corketb.ie | 087/6310742 087/6742887 087/9496550 086/2141585 087/2474273 |
| Parent liaison | Helena Creedon helena.creedon@corketb.ie | 087/2384968 |
| Community liaison | Hugh Coughlan hugh.coughlan@corketb.ie Niamh Condon niamh.condon@corketb.ie Fr. Joe O` Mahony (Chaplain) | 087/7962779 087/9799903 087/8867936 |
| Media liaison | Hugh Coughlan hugh.coughlan@corketb.ie Niamh Condon niamh.condon@mcegan.ie | 087/7962779 087/9799903 |
| Administrator | Geraldine O` Sullivan info.office@mcegan.ie Debbie Cooney info.office@mcegan.ie | 026/41076 087/1337537 |

Short Term Actions - Day 1

| Task | Name |
|--|--|
| Gather accurate information | CIMT team & office staff |
| Who, when, where, what? | CIMT team & office staff |
| Convene a CIMT- specify time & place | Principal |
| Contact external agencies | Principal & Guidance Counsellor |
| Arrange supervision of students | Deputy principal |
| Hold staff meeting | Principal |
| Agree schedule of day | All staff |
| Inform students - (close friends and students with learning difficulties may need to be told separately) | Guidance counsellor/ base teacher in special centres / HSCL / SCP |
| Complete a list of vulnerable students | Guidance Counsellor & CIMT Team |
| Contact/ visit bereaved family | Principal & Chaplain |
| Prepare and agree media statement and deal with media | Principal/ CETB |
| Inform parents/guardians | CIMT team |
| Hold end of day staff meeting | Principal |

Medium Term Action - (Day 2 & following days)

| Task | Name |
|--|---|
| Convene a CIMT meeting to review day 1 | Principal |
| Meet external agencies | Principal & Deputy & Guidance Counsellor |
| Meet whole staff | Principal |
| Arrange support for students, staff, parents/ guardians | Guidance & HSCL |
| Visit the injured | CIMT team |
| Liaise with bereaved family regarding funeral arrangement | Principal & Deputy |
| Agree who to attend funeral | Principal & Deputy |

| | |
|------------------------------------|-----|
| Make decision about school closure | BOM |
|------------------------------------|-----|

Follow - up beyond 72 hours

| Task | Name |
|---|--------------------------------|
| Monitor students for signs of continuing distress | Class teachers |
| Liaise with agencies regarding referrals | Principal/ guidance counsellor |
| Plan for return of bereaved student(s) | CIMT |
| Hold annual memorial service during the month of November | BOM/ Staff, parents & students |
| Review response to incident and amend plan | Staff/ BOM |

Emergency Contact List

| Agency | Contact Number |
|---|---|
| Macroom Guards | 026-20590 026-20597 |
| Sullane Practice / Local doctor CUH South Doc Macroom | 026-43729 021- 492 2000 1850-335999 |
| Fire Brigade | 999 112 |
| HSE/ CAMHS | 021-4927000 |
| NEPS Psychologist | 0761-108469 |
| Cork ETB | 021-4907150 |
| Parish Priest | 087-8867936 |
| State Examination number | 090-6442700 |
| Employee Assistance Service | 1 800 411 057 |
| Pieta House | 021-4341400 |