

Glasnevin Educate Together National School,
Church Avenue, Glasnevin, Dublin 9
01-8844563
school@get.ie
www.get.ie
Roll No: 20168D



Critical Incidence Policy

Responding to Critical Incidents

A critical incident is any incident which overwhelms the normal coping mechanisms of the school and disrupts the running of the school.

Potential critical incidents are:-

1. Death of a member of the school community through sudden death, accident, terminal illness or suicide.
2. An accident involving pupils or staff on or off the school premises.
3. A physical attack on staff member(s) or student(s) or intrusion into the school.
4. Serious damage to the school building through fire, flood, vandalism etc.
5. The disappearance of a member of the school community.
6. An accident/tragedy in the wider community.

A planning team of key personnel are:

Middle Management post holders:

John	Deputy Principal
Roisín	Assistant Principal
Clare	Class Teacher
Adrian	Class Teacher
Sorcha	Class Teacher

Board of Management members:

Ray Lawless	Safety Officer
Susan Corrigan	Teacher Representative

This team will meet early each September to update and review this Policy.

Administrative Tasks

The Principal will ensure that an up to date list of contact numbers is available for:

- ▶ Pupils, parents/guardians
- ▶ Staff
- ▶ Emergency Support Services (Temple Street Hospital – 01 8748763
School NEPS Psychologist,
Emergency no. 087 9366241)
- ▶ Social Workers

- ▶ Residential Units (Stepping Stone, Clonliffe Road 083 3122141)
- ▶ Garda Síochána (Juvenile Liaison Officer,
Whitehall Garda Station – 01 6645000)
- ▶ Local Doctor (Dr Mary Behan 01 8373611)
- ▶ Area Health Officer (Dr Brian McLanghlin 01 8467197)

The Principal will have a hard and soft copy of these lists.
The Deputy Principal will have a hard copy of all contact details.

Information for school trips etc.

Staff are requested to have their mobile phone turned on when out of school on trips etc.

Lists of pupils and contact details provided to teacher-in-charge.

Up to date medical information re allergies etc.

Identifying Roles to be fulfilled at the time of a Critical Incident/Child missing/Child engaging in explosive/dangerous behaviour

- ▶ Each teacher has a laminated Red Card labelled for each classroom which is the indicator for all staff of a critical incident.
- ▶ A pupil is sent to Principal with this card.
- ▶ She sends pupil to Deputy Principal.
- ▶ Deputy Principal alerts S.E.N.Team.
- ▶ All available personnel (as above) assemble to classroom of critical incident. Resource teacher assigned to SEN. Pupil will attempt to liaise with him.
- ▶ Other Resource teacher guards gate.
- ▶ L.S.T. liaises with teacher.
- ▶ Principal and Deputy Principal maintain a watching brief.
- ▶ It may be necessary to remove pupil/remove class.
- ▶ All personnel are instructed to have their mobile phone turned on.
- ▶ External liaison will be made with NEPS Educational Psychologist (if necessary) and parents.

Internal Care and Communication with

- ▶ Staff
- ▶ Students in general
- ▶ Students more immediately affected.

Maintaining administrative services

- ▶ Telephone (free line in Principal's office and school mobile).
- ▶ Room for debriefing parents.
- ▶ Log of events.
- ▶ Dealing with normal school business.

Normal calm routine will be maintained as much as possible.

Plan of evacuation will be as per Fire Drill.

Critical Incident Policy ratified by Board of Management,

David Kennedy Ralph
Chairperson

Date: 15th June 2009