



Killavil National School
S.N. Cill Fhábhaill
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Critical Incidents Policy

1. Introduction:

This policy was initially formulated at a Staff Cluster Inservice Day attended by the Principal, Class Teacher and Shared Learning Support Teacher, on 22/10/2007.

Prior to this, the principal teacher had attended an Introduction talk at Sligo Education Centre on 26/10/2005, entitled "Introduction to Bereavement and the Management of Critical Incidents in the Primary School Setting".

2. Rationale/Relationship to the characteristic spirit of the school:

At Killavil National School we are conscious as a whole school community of the need to be prepared for critical incidents.

This policy is closely tied in with the school's philosophy and ethos as outlined in the schools Mission Statement:

Mission Statement

Killavil National School is a co-educational, Catholic, primary school which strives to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed.

While Killavil National School is a school with a Catholic ethos, it also has due recognition for all other religions.

Killavil National School will strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.

Killavil National School will encourage the involvement of parents through home/school contacts and through their involvement in Sports Days, School Trips, etc.

Killavil National School will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible.

Killavil National School will promote gender equity amongst the teachers and pupils.

Déanfaimid iarracht Gaeilge a labhairt.

The school motto is:

'Ní neart go Cur le chéile'

3. Aim:

The purpose of this policy is to have in writing a clear set of guidelines outlining the supports available to management, teaching staff, ancillary staff, parents and pupils in the event of a sudden and unexpected incident that is distressing to the school community.

4. **Resources:**

The following resources are available in the school and provide advice and Information:

- “Responding to Critical Incidents – Advice and Information Pack for Schools” (National Educational Psychological Service publication)
- “When Tragedy Strikes – Guidelines for Effective Critical Incident Management in Schools (I.N.T.O. publication)
- Information pack provided at course attended by the principal in Sligo Education Centre, “Introduction to Bereavement and the Management of Critical Incidents in the Primary School Setting.”
- ‘Responding to Critical Incidents – NEPS Guidelines and Resource Materials for Schools’ – published Nov 2016.

5. **Roles and Responsibilities:**

In the event of a sudden and unexpected incident of a critical/distressing nature, the principal as Designated Liaison Person will be responsible for coordinating a response to such an incident. In doing so he will follow the summary checklist for Day 1 as outlined on pg. 28 of the NEPS guidelines.

The second class teacher will be responsible meanwhile for supervising all the pupils in one classroom while the principal teacher informs the chairperson of the BOM, makes any necessary phone calls/deals with the immediate situation.

Every effort will be made to maintain the normal school routine when at all possible.

When available the school secretary will assist with meeting visitors/answering phone calls, in collaboration with the principal. (The school secretary is part-time and her normal working hours are 12pm to 3pm on Wednesdays). In an emergency, the secretary may be contacted by the principal straightaway to come into the school and assist with administrative duties needing immediate attention.

Along with the Board of Management and with the support of the Parents Association, where appropriate, the principal teacher will coordinate with NEPS and arrange for any supports needed for individual pupils/groups of pupils and parents, and liaise with those directly affected by the incident. He will refer to the NEPS Guidelines for direction as needed – pgs. 29-31 – Action Plan for Medium term and Follow Up Actions.

Red Card System

Every classroom has an emergency red card (located next to the door), to be used for an emergency within the classroom. Pupils are trained early in September, should an emergency occur (Such as a teacher fainting, a child taken seriously ill etc), a pupil takes the red card to the nearest adult they can find. The teacher will respond immediately to the emergency. The child proceeds with the same card to the Principal so that they can come and assist the situation. The Deputy Principal has the responsibility to ensure that each year, every class and SEN room has an emergency card located next to their classroom door.

6. **Key Administrative Tasks:**

- The school secretary to maintain an up to date list of contact numbers, which is posted in the office and staffroom, beside the phone in both rooms, this list to be updated regularly, in consultation with the principal teacher, most recently updated September 2021.
- Compiling a list of mobile numbers, contact numbers, emergency information for school trips.
- The principal will avail of the school’s Text-a-Parent service if deemed appropriate, to relay updates to the whole-school community, following a critical incident.

7. **Implementation Date:**

This revised policy will apply from December 2021, following ratification by the Board of Management on that date.

8. **Timetable for Review:**

A full review of the policy to take place in and every second year thereafter.

9. **Ratification & Communication:**

The Board of Management of Killavil National School officially ratified this revised policy on _____ and a copy of the policy was made available to all parents and the wider school community at the school.

Signed:

Chairperson, Board of Management.

Date: _____