

Gaelscoil
Thaobh na Coille



Gaelscoil Thaobh na Coille

Beallairmín

An Chéim

B.Á.C. 18

Uimhir Rolla : 20020R

Ag Freagairt do Theagmhais Chriticiúla

Eanair 2024

1. Réamhrá

Tá sé mar aidhm againn i nGaelscoil Thaobh na Coille timpeallacht slán sábháilte oiliúnach a chruthú ina ndéantar cúram de shláinte fisiciúil agus intinne na ndaltaí agus na foirne. Tá an Bord Bainistíochta, i gcomhar leis an bPríomhoide Emer Nic Chonchrada, taréis plean teagmhas chriticiúil a chur le chéile, a bheidh mar ghné amháin de pholasaithe agus pleananna na scoile.

Tá sé mar aidhm againn Foireann Bainistíocht Teagmhas Criticiúil (FBTC) a bhunú chun forbairt agus feidhmiú an Phlean Bainistíochta Teagmhais Chriticiúil a stiúradh.

2. Réasúnaíocht

“Is í an phleanáil an rud is tábhachtaí chun teagmhas chriticiúla a bhainistiú. Tuairiscíonn síceolaithe de chuid an SNSO gur fear a bhíonn scoileanna in ann deileáil le hiarmhairt an teagmhais nuair nuair atá **Plean Bainistíochta Teagmhais Chriticiúil (PBTC)** forbartha acu. Nuair atá plean i bhfeidhm cuirtear ar chumas na mball foirne freagairt go tapaídh agus go héifeachtach don chás agus a chinntiú nach n-imíonn sé ó smacht. Cinntíonn sé freisin go dtéann rudaí ar ais mar is gnách chomh luath agus is féidir agus go gcuirtear teorainn leis an tionchar a imríonn an teagmhas ar dhaltaí agus ar bhaill foirne.”. *Freagairt ar Theagmhais Chriticiúla, Treoirlínte do Scoileanna, An tSeirbhís Náisiúnta Síceolaíochta Oideachais (NEPS), 2016*

3. Sainmhíniú ar Theagmhas Criticiúil

Aithníonn foireann agus lucht bainistíochta Ghaelscoil Thaobh na Coille gurb éard is teagmhas chriticiúil ann ná “aon teagmhas nó sraith teagmhas a chuireann gnáthmheicníochtaí déileála na scoile as a riocht” *Freagairt ar Theagmhais Chriticiúla, Treoirlínte do Scoileanna, SNSO, 2016*. D’fhéadfadh sé go mbainfeadh teagmhais chriticiúla le dalta nó ball foirne amháin, le níos mó ná dalta nó ball fóirne amháin, nó le baill den phobal áitiúil.

I measc na gcineálacha teagmhais chriticiúla a d’fhéadfadh tarlú sa scoil s’againne tá:

- Bás obann dalta, tuismitheora nó ball foirne de thoradh tinnis, timpiste, foréigean nó féinmharú nó bás eile gan choinne.
- Briseadh isteach sa scoil.
- Timpiste a raibh baint ag baill de phobal na scoile leí.
- Mórthimpiste/mórthubaiste sa phobal

- Damáiste tromchúiseach déanta d'fhoirgneamh na scoile, mar thoradh ar thine, tuile, loitiméireacht, srl.
- Ionsaí fisiciúil ar dhalta(i) nó ar bha(i)ll foirne
- Duine de phobal na scoile a dhul ar iarraidh
- Fuadach/imeacht ball de phobal na scoile gan tásc ná tuairisc.

Aidhm

Is é aidhm an PBTC cabhrú le lucht bainistíochta agus foireann na scoile freagairt go tapa agus go héifeachtach do theagmhas, cabhrú linn smacht a choinneáil ar chúrsaí agus a chinntiú go dtairgtear tacaíocht chuí do dhaltaí agus don fhoireann. Cinnteoidh an plean go mbeidh teorainn leis na hiarmhairtí a bheidh ag teagmhas ar dhaltaí agus ar bhaill foirne. Cuirfidh sé ar ár gcumas filleadh ar an ngnáthamh chomh luath agus is féidir

4. Sábháilteacht

Sábháilteacht Fisiciúil

- Plean aslonnaithe eagraithe
- Déantar druileanna dóiteáin go rialta mar atá leagtha amach sa Pholasaí Sláinte & Sábháilteachta
- Seiceáiltear bealaí éalaithe agus múchtóirí dóiteáin go rialta agus ar bhonn bliantúil
- Doirse seachtaracha coinnithe dúnta i rith am ranga.
- Rialacha clóis – Níl iompar nó imirt gharbh ceadaithe. Níl cead daoine a ghortú. Níl sé ceadaithe an clós a fhágáil ach le cead an mhúinteora.

Sábháilteacht Shiceolaíoch

Tá sé mar aidhm ag lucht bainistíochta agus foireann Ghaelscoil Thaobh na Coille cláir agus achmhainní ata ar fáil a úsáid chun aghaidh a thabhairt ar fhorbairt phearsanta agus sóisialta na ndaltaí, chun cur le sábháilteacht agus slándáil na scoile agus chun deiseanna a chur ar fáil do mhacnamh agus plé.

- Tá an tOideachas Sóisialta, Pearsanta agus Sláinte (OSPS) comhtháite le hobair na scoile. I gcuraclam an OSPS tugtar aghaidh ar shaincheisteanna amhail brón agus cailteanas; scileanna cumarsáide; bainistiú struis agus feirge; teacht aniar; bainistiú coinbhleachta; réiteach fadhbanna; cabhair a lorg; bulaíocht; cinnteoireacht agus cosc ar úsáid agus ar mhí-úsáid alcóil agus drugaí. Tá cur na meabhairshláinte chun cinn ina chuid dhílis de.
- Tá teacht ag an bhfoireann ar oiliúint i dtaca lena ról san OSPS
- Tá cur amach ag an bhfoireann ar na Nósanna Imeachta Cosanta Leanaí agus is eol dóibh cé hé an Teagmhálaí Ainmnithe.
- Tá leabhair agus achmhainní ar fáil maidir leis na deacrachtaí a bhíonn le sárú ag daltaí bunscoile.
- Cuirtear eolas ar fáil ar mheabhairshláinte go ginearálta agus ar réimsí sonracha amhail comharthaí agus airíonna an dúlagair agus na himní.

- Tá naisc forbartha ag an scoil le raon gníomhaireachtaí seachtracha: NEPS, HSE, TUSLA, Child & Family Centre srl
- Déantar breithniú cúramach ar ar féidir le soláthraithe seachtracha a rá le daltaí trí thagairt do chritéir a bhaineann le sábháilteacht daltaí, oiriúnacht an ábhair, agus saineolas an tsoláthraí.
- Tá beartas soiléir maidir le bulaíocht ag an scoil agus déanann an scoil plé le cásanna bulaíochta de réir an bheartais sin.
- Tá córas cúraim i bhfeidhm sa scoil ina n-úsáidtear “Cur chuige an Chontanaim Tacaíochta”, a bhfuil breac-chuntas tugtha air sna cáipéisí de chuid an SNSO a foilsíodh i 2007
- Cuirtear daltaí a aithnítear atá i mbaol ar aghaidh chuig ball foirne ainmnithe (an DLP), déantar cíoradh ar nithe is údar imní agus tugtar an leibhéal cuí cúnaimh agus tacaíochta dóibh. Cuirtear tuismitheoirí/caomhnóirí ar an eolas agus cuirtear an dalta ar aghaidh chuig gníomhaireacht chuí, nuair is iomchuí.
- Tugtar eolas don fhoireann faoi cén chaoi ar féidir leo teacht ar an tacaíocht dóibh féin (Inspire Wellbeing -An Clár Cúnaimh agus Folláine d’Fhostaithe)

5. Foireann Bainistíochta Teagmhais Chriticiúil (FBTC)

Tá FBTC curtha ar bun de réir an dea-chleachtais. Roghnaíodh baill na foirne ar bhonn deonach agus beidh na ról sin acu go ceann aon scoilbhliana amháin ar a laghad. Tíocfaidh baill na foirne le chéile uair sa bhliain chun athbhreithniú a dhéanamh ar an mbeartas agus ar an bplean agus chun iad a thabhairt cothrom le dáta. Tá comhad teagmhais chriticiúil ar leith ag gach ball den fhoireann. Tá cóip den bheartas agus den phlean ann, chomh maith le hábhair a bhaineann go sonrach leis an ról áirithe atá aige, agus iad le húsáid i gcás teagmhais.

6. Rólanna

Is iad seo a leanas na príomhróil ar gá iad a chlúdach:

- CEANN FOIRNE
- TEAGMHÁLAÍ LEIS NA GARDAÍ
- TEAGMHÁLAÍ LEIS AN bhFOIREANN
- TEAGMHÁLAÍ LEIS NA DALTAÍ
- TEAGMHÁLAÍ LE TUISMITHEOIRÍ/CAOMHNÓIRÍ
- TEAGMHÁLAÍ LEIS AN bPOBAL
- TEAGMHÁLAÍ LEIS NA MEÁIN
- RIARTHÓIR

Tugtar breac-chuntas thíos ar roinnt pointí maidir leis na príomhfhreagrachtaí a bhaineann le gach ról:

Ceann Foirne Duine a bhfuil údarás aige agus ar féidir leis cinntí a dhéanamh le linn géarchéime

- Tugann scéala faoin ngéarchéim do na baill foirne agus eagraíonn cruinniú
- Déanann tascanna a chomhordú don fhoireann
- Coinníonn i dteagmháil leis an mBord Bainistíochta; ROS; SNSO srl.

- Coinníonn i dteagmháil leis an teaghlach a fágadh faoi bhrón.

Tá sé tábhachtach machnamh a dhéanamh ar cé a bheadh i mbun ról an chinn foirne mura mbeadh an ceann foirne i láthair.

Teagmhaláil leis na Gardaí D'fhéadfadh sé go mbeadh an ról seo ina chuid de ról an chinn foirne

- Bíonn i dteagmháil leis na Gardaí
- Cinntíonn go seiceáiltear an t-eolas faoi bhásanna nó faoi fhorbairtí eile sula roinntear é

Teagmhálaí leis an bhFoireann Ball foirne a bhfuil aithne ag an bhfoireann air agus a bhfuil muinín acu as

- Bíonn i gceannas ar chruinnithe faisnéise leis an bhfoireann maidir leis na fíricí is eol, tugann an deis do bhaill foirne a dtuairimí a chur in iúl agus ceisteanna a chur, leagann síos gnáthamh an lae
- Cuireann comhairle ar bhaill foirne maidir le nósanna imeachta chun daltaí leochaileacha a aithint
- Cuireann ábhair ar fáil don fhoireann (óna chomhad teagmhais chriticiúil)
- Coinníonn baill foirne ar an eolas i rith an lae
- Bíonn ar an airdeall faoi bhaill foirne leochaileacha agus déanann teagmháil leo astu féin
- Cuireann in iúl dóibh go bhfuil cabhair le fáil ón tSeirbhís Chúnaimh d'Fhostaithe agus tugann an uimhir theagmhála dóibh.

Teagmhálaí leis na Daltaí Duine a bhfuil muinín ag na daltaí as agus a bhfuil aithne acu air.

- Cuireann baill foirne eile ar an airdeall faoi dhaltaí leochaileacha (ar bhealach iomchuí)
- Cuireann ábhair ar fáil do na daltaí (óna fhillteán teagmhais chriticiúil)
- Coinníonn taifead ar shonraí teagmhála na ndaltaí (R1)
- Bíonn freagrach as seomra suaimhnis a réiteach agus as maoirseacht a dhéanamh air i gcás go n-aontófaí go mbeadh a leithéid ann.

Teagmhálaí leis an bPobal/le Gníomhaireachtaí Duine ag a bhfuil dea-chaidreamh aige le gníomhaireachtaí agus le daoine ábhartha sa phobal

- Coinníonn uimhreacha teagmhála cothrom le dáta le haghaidh
 - Tuismitheoirí a bhfuil ról thábhachtacha acu, amhail baill de Chomhairle na dTuismitheoirí
 - Seirbhísí tacaíochta éigeandála agus teagmhálaithe agus acmhainní seachtracha eile
- Coinníonn i dteagmháil le gníomhaireachtaí sa phobal maidir le tacaíocht agus cásanna a chur ar aghaidh
- Bíonn ar an airdeall gur gá dintiúir daoine aonair a thairgeann tacaíocht a sheiceáil
- Comhordaíonn rannpháirtíocht na ngníomhaireachtaí sin
- Cuireann i gcuimhne do baill foirne na ngníomhaireachtaí sin gur gá dóibh suaitheantais aitheantais a chaitheamh
- Tugann tuairiscí chun dáta do na baill foirne maidir le rannpháirtíocht gníomhaireachtaí seachtracha

Teagmhálaí le Tuismitheoirí/Caomhnóirí Duine éigin a bhfuil aithne ag tuismitheoirí air. Ba chóir don duine sin a bheith ar a chompord agus é ag labhairt os comhair slua mór agus scileanna a bheith aige chun freagairtí mothúchána daoine aonair nó grúpaí tuismitheoirí a láimhseáil

- Tugann cuairt ar an teaghlach atá fágtha faoi bhrón in éineacht leis an gceann foirne
- Eagraíonn cruinnithe, má thionóltar a leithéid
- Éascaíonn a leithéid de chruinnithe agus bainistíonn seisiúin ‘ceisteanna agus freagraí’
- Bainistíonn saincheisteanna a bhaineann le ‘toiliú’ de réir bheartas aontaithe na scoile
- Cinntíonn go bhfuil litreacha samplacha ullmhaithe agus go mbíonn siad ar fáil ar chóras TF na scoile, agus iad réidh le cur in oiriúint d’aon chás ar leith
- Réitíonn seomra le haghaidh cruinnithe le tuismitheoirí
- Coinníonn taifead ar na tuismitheoirí ar bualadh leo
- Buailteann le tuismitheoirí aonair
- Cuireann ábhair chúil ar fáil do thuismitheoirí (óna chomhad teagmhais chriticiúil).

Teagmhálaí leis na Meáin Duine a bhfuil scileanna maithe idirphearsanta aige, a bheidh compordach labhairt leis na meáin ar an teileafón nó duine le duine. Duine atá in ann teorainneacha a leagan síos gan cur as do dhaoine

- Duine a ndéanfaidh machnamh ar na saincheisteanna a d’fhéadfadh teacht chun cinn sula dtarlódh aon teagmhas, agus ar an gcaoi bhfreagródh sé dóibh (m.sh. daltaí ag dul faoi agallamh, grianghrafadóirí ar an áitreabh, srl.)
- I gcás teagmhais, déanfaidh teagmháil más gá leis an gCoimisiún um Scrúduithe Stáit, leis na ceardchumainn ábhartha múinteoirí, srl.
- Dréachtóidh preasráiteas agus tabharfaidh eolas agus agallaimh do na meáin (de réir mar a chomhaontóidh lucht bainistíochta na scoile).

Riarathóir

- Coinníonn uimhreacha teileafóin cothrom le dáta le haghaidh
 - Tuismitheoirí/caomhnóirí
 - Múinteoirí
 - Seirbhísí éigeandála
- Freagraíonn glaonna teileafóin agus breacann síos nótaí ar na glaonna ar gá freagairt orthu
- Cinntíonn go bhfuil na teimpléid ar fáil ar chóras TF na scoile agus iad réidh le cur in oiriúint d’aon chás ar leith.
- Ullmhaíonn litreacha, ríomhphoist agus facsanna, agus seolann amach iad
- Déanann ábhair a fhótachóipeáil de réir mar is gá
- Coinníonn taifid.

Coinneáil Taifead

I gcás teagmhais, coinneoidh gach ball den fhoireann taifid ar ghlaonna teileafóin a chuirtear agus a fhaightear, litreacha, ríomhphoist agus téacsanna a sheoltar agus a fhaightear, cruinnithe a thionóltar, daoine a mbuailtear leo, idirghabhálacha a úsáidtear, ábhar a úsáidtear, srl. Beidh príomhról ag rúnaí na scoile, Margaret Uí Ruairc, i dtaobh glaonna a fháil agus a logáil, litreacha a sheoladh, ábhair a fhótachóipeáil, srl.

Rúndacht agus Dea-chlú

Tá d'fhreagracht ar lucht bainistíochta agus ar fhoireann Ghaelscoil Thaobh na Coille príobháideacht agus dea-chlú na ndaoine a bhfuil baint acu le teagmhas ar bith a chosaint agus beidh siad ar an airdeall faoi na hiarmhairtí a d'fhéadfadh a bheith ag ráitis phoiblí ar bith. Beidh baill foirne na scoile airdeallach air sin agus déanfaidh a ndícheall lena chinntiú go ndéanfaidh na daltaí amhlaidh chomh maith. Mar shampla, ní úsáidfean an téarma 'féinmharú' ach amháin i gcás go bhfuil eolas deimhnithe ann gur féinmharú ba chúis leis an mbás agus go dtoilleann an teaghlach lena mbaineann le húsáid an téarma sin. D'fhéadfaí na frásaí 'bás tragóideach' nó 'bás tobann' a úsáid ina áit. Ar an tslí chéanna, níor chóir an focal 'dúnmharú' a úsáid go dtí go ndeimhneofar de réir an dlí. D'fhéadfaí an téarma 'bás foréigneach' a úsáid ina áit.

Seomraí Teagmhais Chriticiúil

I gcás teagmhas criticiúil úsáidfean,

- An Seomra Fóirne mar an príomhsheomra le bualadh leis na bhfoireann é
- Seomraí Ranga le haghaidh cruinnithe le daltaí é
- Halla na scoile le buaileadh le tuismitheoirí (grúpa mór) agus an leabharlann/seomra dúbalta le haghaidh grúpaí beaga.
- An leabharlann/seomra dúbalta le haghaidh na meán
- Seomra Tacaíocht Foghlama 1 le haghaidh seisiúin duine le duine le daltaí
- Seomra Tacaíocht Foghlama 2/Oifig an Phríomhoide le haghaidh cuairteoirí eile

Comhairliúchán agus Cumarsáid maidir leis an bPlean

Chuathas i gcomhairle leis an bhfoireann ar fad nuair a bhí an beartas agus an plean seo á n-ullmhú agus déanadh é a phlé ag leibhéal an Bhoird Bainistíochta.

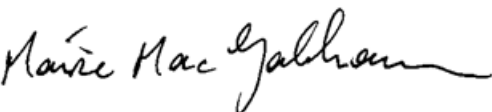
Cuireadh polasaí agus plean maidir le freagairt do theagmhais chriticiúla Ghaelscoil Thaobh na Coille os comhair na foirne uile.

Tá cóip phearsanta den phlean ag gach ball den fhoireann teagmhais chriticiúil.

Nuashonrófar an plean go bliantúil

Cur i bhFeidhm

Cuireadh an polasaí seo i bhfeidhm don chéad uair in Eanáir 2020. Déanadh é a athbhreithniú agus a fhaomhadh ag cruinniú Bord Bainistíochta dar dáta 22/04/2024.

Sínte: 

Cathaoirleach, Bord Bainistíochta

Dáta: 22/04/2024

Sínte: 

Príomhoide/Rúnaí ag an mBord Bainistíochta

Dáta: 22/04/2024

Aguisíní leis an bPolasaí maidir le Freagairt do Theagmhais Chriticiúla:

- Aguisín 01 Foireann Bainistíochta Teagmhais Chriticiúil
- Aguisín 02 Liosta Teagmhálaithe Éigeandála
- Aguisín 03 Litreacha Samplacha
- Aguisín 04 Fógra Samplach do na Meáin
- Aguisín 05 Taifead Teagmhála Dalta



Gaelscoil Thaobh na Coille

Beallairmín

An Chéim

B.Á.C. 18

Uimhir Rolla : 20020R

Responding to Critical Incidents

Eanair 2024

1. Introduction

Gaelscoil Thaobh na Coille aims to protect the wellbeing of its students and staff by providing a safe and nurturing environment at all times. The Board of Management, through the Principal Emer Nic Chonchradha, has drawn up the following Critical Incident Management Plan as one element of the school's policies and plans.

Our aim is to establish a Critical Incident Management Team (CIMT) to steer the development and implementation of the plan.

2. Rationale

“The key to managing a critical incident is planning. NEPS psychologists report that schools that have developed school policy and a **Critical Incident Management Plan (CIMP)** are able to cope more effectively in the aftermath of an incident. Having a plan enables staff to react quickly and effectively and to maintain a sense of control. It may also ensure that normality returns as soon as possible and that the effects on students and staff are limited”. Responding to Critical Incidents, Guidelines for Schools, NEPS, 2016

3. Definition of a Critical Incident

The staff and management of Gaelscoil Thaobh na Coille recognise a critical incident to be “an incident or sequence of events that overwhelms the normal coping mechanisms of the school”. Critical incidents may involve one or more students or staff members, or members of the local community. Responding to Critical Incidents – NEPS, 2016

Among the types of critical incidents that could affect our school are:

- The death of a member of the school community through illness, accident, violence or suspected suicide or other unexpected death.
- An intrusion into the school
- An accident involving members of the school community.
- A major accident/tragedy in the wider community.
- Serious damage to the school building as a result of a fire, flood, vandalism etc.
- A physical assault on a pupil or staff member
- A member of the school community going missing

- Kidnap/disappearance of a member of the school community

Aim

The aim of the CIMP 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. Having a good plan should also help ensure that the impact on students and staff will be limited. It should enable us to effect a return to normality as soon as possible.

4. Safety

Physical Safety

- Evacuation plan formulated
- Regular fire drills occur as set out in the school's Health & Safety Policy
- Emergency exits and fire extinguishers are regularly checked and on an annual basis
- External doors are kept closed/locked during teaching time.
- Yard rules – Rough behaviour or rough play or is not allowed. Causing hurt or harm to anyone is not allowed. It is forbidden to leave the yard without the supervising teachers permission.

Psychological safety

The management and staff of Gaelscoil Thaobh na Coille aim to use available programmes and resources to address the personal and social development of students, to enhance a sense of safety and security in the school and to provide opportunities for reflection and discussion.

- Social, Personal and Health Education (SPHE) is integrated into the work of the school. Issues such as grief and loss; communication skills; stress and anger management; resilience; conflict management; problem solving; help-seeking; bullying; decision making and prevention of alcohol and drug misuse are addressed in the SPHE curriculum. Promotion of mental health is an integral part of this provision.
- Staff have access to training for their role in SPHE
- Staff are familiar with the Child Protection Procedures and the name of the Designated Liaison Person
- Books and resources on difficulties affecting the primary school student are available
- Information is provided on mental health in general and such specific areas as signs and symptoms of depression and anxiety.
- The school has developed links with a range of external agencies: NEPS, HSE, TUSLA, Child & Family Centre etc.
- Inputs to students by external providers are carefully considered in the light of criteria about student safety, the appropriateness of the content, and the expertise of the providers.
- The school has a clear anti-bullying policy and deals with incidents of bullying in accordance with this policy.

- There is a care system in place in the school using the “Continuum of Support” approach which is outlined in the NEPS documents 2007.
- Students who are identified as being at risk are referred to a designated staff member (the DLP), concerns are explored and the appropriate level of assistance and support is provided where possible. Parents/guardians are informed, and where appropriate, a referral is made to an appropriate agency.
- Staff are informed about how to access support for themselves (Inspire Wellbeing - Employee Assistance and Wellbeing Programme)

5. Critical Incident Management Team (CIMT)

A CIMT has been established in line with best practice. The members of the team were selected on a voluntary basis and will retain their roles for at least one school year. The members of the team will meet annually to review and update the policy and plan. Each member of the team has a dedicated critical incident folder. This contains a copy of the policy and plan and materials particular to their role, to be used in the event of an incident.

6. Roles

The key roles which need to be covered are as follows:

- TEAM LEADER
- GARDA LIAISON
- STAFF LIAISON
- STUDENT LIAISON
- PARENT / GUARDIAN LIAISON
- COMMUNITY LIAISON
- MEDIA LIAISON
- ADMINISTRATOR

Outlined below are some points on the key responsibilities of each role:

Team Leader A person who carries authority and can make decisions during a crisis

- Alerts the team members to the crisis and convenes a meeting
- Coordinates the tasks of the team
- Liaises with the Board of Management; DES; NEPS etc
- Liaises with the bereaved family.

It is important to consider who will take the lead in the absence of the team leader.

Garda Liaison This may be seen as part of the team leader’s role

- Liaises with the Gardaí
- Ensures that information about deaths or other developments is checked out for accuracy before being shared.

Staff Liaison A staff member known and trusted by the staff

- Leads briefing meetings for staff on the facts as known, gives staff members an opportunity to express their feelings and ask questions, outlines the routine for the day
- Advises staff on the procedures for identification of vulnerable students
- Provides materials for staff (from their critical incident folder)
- Keeps staff updated as the day progresses
- Is alert to vulnerable staff members and makes contact with them individually
- Advises them of the availability of the EAS (Employee Assistance Service) and gives them the contact number.

Student Liaison A trusted and familiar figure to the students. A bigger school may need a number of such people

- Alerts other staff to vulnerable students (appropriately)
- Provides materials for students (from their critical incident folder)
- Maintains student contact records (R1)
- Looks after setting up and supervision of 'quiet' room where agreed.

Community/Agency Liaison Someone with good contacts with agencies and relevant individuals in the community

- Maintains up to date lists of contact numbers of
 - Key parents, such as members of the Parents Council
 - Emergency support services and other external contacts and resources
- Liaises with agencies in the community for support and onward referral
- Is alert to the need to check credentials of individuals offering support
- Coordinates the involvement of these agencies
- Reminds agency staff to wear name badges
- Updates team members on the involvement of external agencies.

Parent/Guardian Liaison Someone known to parents. This person should be comfortable speaking before a large group and have skills to manage emotional reactions of individual or groups of parents

- Visits the bereaved family with the team leader
- Arranges meetings, if held
- May facilitate such meetings, and manage 'questions and answers' sessions
- Manages the 'consent' issues in accordance with agreed school policy
- Ensures that sample letters are prepared and available on the school's IT system ready for adaptation
- Sets up room for meetings with parents
- Maintains a record of parents seen
- Meets with individual parents
- Provides appropriate materials for parents (from their critical incident folder).

Media Liaison Someone with good interpersonal skills who would be comfortable talking to the media by phone or in person. A person who is able to set limits without being offensive

- In advance of an incident, will consider issues that may arise and how they might be responded to (e.g. students being interviewed, photographers on the premises, etc.)
- In the event of an incident, will liaise where necessary with the SEC, relevant teacher unions etc.
- Will draw up a press statement, give media briefings and interviews (as agreed by school management)

Administrator

- Maintenance of up to date telephone numbers of
 - Parents/guardians
 - Teachers
 - Emergency services
- Takes telephone calls and notes those that need a response
- Ensures that templates are available on the school's IT system and ready for adaptation
- Prepares and sends out letters, emails and texts
- Photocopies materials as needed
- Maintains records.

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 secretary (Margaret Uí Ruairc) will have a key role in receiving and logging telephone calls, sending letters, photocopying materials etc.

Confidentiality and Good Name

The management and staff of Gaelscoil Thaobh na Coille 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. The members of the school staff will bear this in mind, and will seek to ensure that students do so also. For instance, the term 'suicide' will not be used unless there is confirmed information that 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 critical incident,

- The Staffroom will be the main room used to meet the staff
- Classrooms will be used for meetings with students (groups)
- The School Hall will be used for meeting with parents (large group) and the double room/library for smaller groups.

- The double room/library will be used for media
- Learning Support Room 1 will be used for individual sessions with students
- Learning Support Room 2 and/or the principal's office will be used for other visitors

Consultation and Communication regarding the Plan

All staff were consulted in the preparation of this policy and plan and it was also discussed and ratified at Board of Management level.


Gaelscoil Thaobh na Coille'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.

The plan will be updated annually.

Implementation:

The policy was implemented for the first time in January 2020. It was reviewed and ratified at a Board of Management Meeting on 22/04/2024.

Sínte: 
Cathaoirleach, Bord Bainistíochta

Dáta: 22/04/2024

Sínte: 
Príomhoide/Rúnaí ag an mBord Bainistíochta

Dáta: 22/04/2024

Appendix for Policy regarding Reponding to Critical Incidents:

- Aguisín 01 Critical Incident Management Team
- Aguisín 02 Emergency Contact List
- Aguisín 03 Sample Letters
- Aguisín 04 Sample Announcement to the Media
- Aguisín 05 Student Contact Record