



Our Lady of Consolation School Critical Incident Policy

The procedures listed hereunder will be followed as part of the school's response to critical incidents arising within the school. It is hoped that these guidelines will inform teachers and school management of the pivotal role which each member of the Critical Incident Management Team plays in dealing with certain incidents.

Critical Incidents Management Team:

The InSchool Management Team (ISM) will play a pivotal role in dealing with Incidents of a Critical Nature. They will be assisted by members of the BoM, Parents' Association and the services provided by the Psychological Services and other such professionals.

Role	Leader	Supported by
Leadership	Principal	Deputy Principal, Assistant Principal
BoM Rep.	Chairperson	Officers of the BoM
Communication	Principal	Deputy Principal, Assistant Principal
Student Liaison/Counselling	School Counsellor	ISM Team
Family Liaison Role	Deputy Principal	ISM member, HSCL Teacher,
Chaplaincy Role	Parish Administrator	Other priests in parish.
Parents' Association Rep.	Chairperson	selected Officers.
N.E.P.S.	School Psychologist	Regional Team

The first-named person has the responsibility as defined.

The second-named person(s) assists and only assumes responsibility on the absence of the first-named.

STAFF

Death of staff member during School Term

1. The Critical Incident Management Team (CIMT) will be informed and they will meet at 8 pm on the date of the incident to discuss how the news will be related to other staff and pupils.
2. The wording of a letter to parents will be drafted with a brief account of what has happened with information relating to when and how they will next be updated.
3. The Principal and Deputy Principal /staff member will liaise with the bereaved family and respect their wishes.
4. The Board of Management may authorize the closing of the school for the day of the funeral if deemed appropriate. Attendance at funeral arrangement will be decided at school level in consultation with the Chairperson of the Board of Management.

Death of Staff Member Outside School Term

1. When informed the Principal and CIMT will between them contact as many other staff members as possible.
2. The Principal, Deputy Principal and a staff member will liaise with the bereaved family and respect their wishes in relation to funeral arrangements.
3. A School Commemoration will take place when Staff and Pupils return to school. Details of which will be discussed by the CIMT.

Death of Staff Member (if Accident)

1. If there has been an accident and the immediate family is not aware, then the gardaí will inform them.
2. The Principal, Deputy Principal and staff member will visit the bereaved family, liaise with them and respect their wishes.

PUPIL

Death of a pupil through illness during school week

1. The CIMT will meet to establish the facts and will then determine who will visit the bereaved family, how the pupils will be told (in the child's own class and in the rest of the school) and who will tell them (i.e. a past class teacher, the Home School Community Liaison Person, etc).
2. The Principal, Deputy Principal and class teacher / Home School Liaison Person may visit the family to express the sympathy of the school community, liaise with them re. guard of honour, school choir, prayers of the faithful, etc. and respect their wishes.
3. Honest and age appropriate information will be given to the children (based on advice outlined in the reference books for dealing with Critical Incidents in school).
4. A space will be provided in the classroom with mementoes to remember the deceased child and to commemorate his / her life.

Death of a pupil through illness during weekend

1. The Principal when informed will contact the Leaders of the CIMT to notify them of the death.
2. A meeting will be convened at 8 a.m. on Monday or the next opening day or as soon as possible.
3. Cf. Points 1 and 4 of 'When a Pupil dies during the School Week'.

Reported Suicide of a pupil / relative of a pupil

1. The CIMT will meet and will then determine how the pupils will be told and who will tell them (i.e. a past class teacher, the Home School Community Liaison Person, etc).
2. NEPS will be contacted to seek advice.

The illegal apprehension of a Pupil

1. The Gardaí are notified.
2. Unless there is a Court Order presented to the school, both the father and mother of a pupil have the same rights in relation to collecting the child.
3. A copy of the Court Order will be sent to Príomhoide and kept in the Office.

SCHOOL RELATED ACTIVITIES

Death of a Pupil during the School Day while in School (morning)

1. If the incident happens while in the class, the class teacher sends two children up to the Principal/Deputy Principal, the children are re-routed to other classes, the scene preserved and the emergency services notified.
2. If the incident happens in the school environs, the scene is preserved, the children re-routed, the emergency services contacted and the Principal/ Deputy Principal informed.
3. The Principal/Deputy Principal notifies the CIMT.
4. Arrangements to supervise classes are appended.
5. Class teachers are advised to have a specific folder ready for the children.
6. The CIMT meet to assess the situation, decide what to say to the parents / pupils, etc., how to say it and who says it.
7. A member of school staff will travel in the ambulance with the child if the parents have not arrived.

SCHOOL FIRE

In the event of a fire making the school building unfit or unsuitable for pupils the following steps will be taken:

1. The Principal/Deputy Principal will contact the CIMT.
2. The Principal and CIMT members will meet as early as possible before school.
3. Parents will be met at the school gates to inform them of the situation and pupils will return home with them.
4. Le Chéile will be contacted with regard to using their premises for the day for children who do not have parents / guardians at home during school time.
5. All school staff will remain available for duty.

Serious Road Accident involving a pupil

1. The responsibility will lie with the gardaí to preserve the scene and inform the affected family.
2. The CIMT will meet, and discuss what to tell the other pupils and how they will be told.

THE MEDIA

1. A prepared statement will be issued by the school principal/deputy principal in due course having been compiled by the CIMT.
2. At the end of the day, all staff members, including ancillary staff, will be briefed by the Principal.
3. Under no circumstances does any member of staff talk to the Media relating to the incident.

Ratified by Bom at its meeting in October 2016

Signed:

Chairperson