

Polasaí Theagmhas Criticiúil (Critical Incident Policy) 2022

Ráiteas

Tá sé mar aidhm ag Gaelscoil Uí Fhiaich timpeallacht sábháilte a chur ar fáil do dhaltaí agus foireann uile na scoile mar atá leagtha síos in éiteas na scoile. Tá sé mar aidhm againn Foireann Bainistíochta do Theagmhais Chriticiúla a chur ar bun leis an bplean seo a fhorbairt agus a thabhairt chun críche.

Gaelscoil Uí Fhiaich aims to protect the well-being of its students by providing a safe and nurturing environment at all times. We have taken a number of measures to create a coping, supportive and caring ethos in the school. We have formulated a policy and procedures to be followed with a view to ensuring the physical and psychological safety of staff and students, both in ordinary time and in the event of a critical incident.

Sáinmhíniú ar Theagmhas Chriticiúil (Definition of Critical Incident)

Is é atá i gceist le Teagmhas Criticiúil ná eachtra (nó sraith d'eachtraí) go bhfuil tionchar ollmhór aige ar ghnáth rithim agus saol na scoile. D'fhéadfadh an teagmhas criticiúil tarlú do dhaltaí nó d'fhoireann na scoile, a dteaghlaigh nó baill den cheantar máguaird.

The staff and management of Gaelscoil Uí Fhiaich recognise a critical incident, to be “an incident or sequence of events” that overwhelms the normal coping mechanism of the school” Critical incident may involve one or more students or staff members, their family members or members of the local community.

- **Bás duine de phobal na scoile: bás tobann, timpiste, foréigean, féin mharú nó iarracht lámh a chur ina bhás féin.**
The death of a member of the school community through accident, violence, suicide or suspected suicide or other unexpected death.
- **Timpiste ag baint le daltaí nó baill foirne.**
An accident involving members of the school community.
- **Timpiste nó tragóid sa cheantar máguaird.**
An accident/tragedy in the wider community.
- **Ionsaí físiúil ar dhalta(i) nó ar bhall / bhaill foirne nó briseadh isteach sa scoil.**
An accident involving members of the school community or a break-in at the school.
- **Damáiste suantasach d'fhoirgneamh na scoile de bharr dóiteáin, tuilte, slad agus rl.**
Serious damage to the school building through fire, flood, vandalism, etc.
- **Ball de phobal na scoile bheith ar iarraidh.**
The disappearance of a member of the school community
- **Eachtra ar bith eile a mheastar bheith criticiúil ag an bFoireann Bainistíochta do Theagmhais Chriticiúla (FBTC).**
Any other incident deemed critical by the Critical Incident Management Team (CIMT).

Aidhm (Aim)

Sé'n aidhm atá ag an Fhoireann Bainistíochta do Theagmhais Chriticúla (FBTC) ná bheith in ann déileáil go tapa agus go héifeachtach leis an méid a thiteann amach i ndiaidh do theagmhas tarlú. Cuireann plean ar chumas na foirne freagairt go héifeachtach agus a bheith múiníneach go bhfuil smacht acu ar chúrsaí agus go mbeidh imeachtaí ar ais mar is gnáth chomh luath agus is féidir.

The aim of the Critical Incident Management Team (CIMT) is “to help school management and staff to react quickly and effectively in the event of an incident, to enable them to maintain a sense of control and to ensure that appropriate support is offered to students and staff”. Having a good plan will also help ensure that the effects on the students and staff will be limited. It will enable the school to return to normality as soon as possible.

Éiteas cúraim agus Tacaíochta a chruthú sa scoil (Creation of a Coping Supportive and Caring Ethos in the School)

Déantar gach iarracht i nGaelscoil Uí Fhiaich trí na cláir SPHE/ RSE, scileanna a thabhairt dár ndaltaí go mbeidh siad in ann déileáil le réimse leathan imeachtaí a tharlaíonn sa saol. Mar aon leis sin, díritear ar shábháilteacht fhisiciúil agus síceolaíoch Phobal na Scoile.

Gaelscoil Bheantraí has put systems in place to help to build resilience in both staff and students through our SPHE/RSE programmes, thus preparing them to cope with a range of life events. These include measures to address both the physical and psychological safety of the school community.

1. Sábháilteacht Fhisiciúil (Physical Safety)

Tá na nithe seo leanas ar siúl againn sa scoil:

In the area of physical safety the school has put in place the following:

- **Druil tine rialta**
Regular fire drills occur.
- **Plean éalaithe curtha le chéile agus ar eolas ag pobal na scoile.**
Evacuation plan formulated
- **Seic rialta déanta ar bhealaí éalaithe dóiteáin agus múchtóirí tine.**
Fire exits and extinguishers are regularly checked.
- **Dualgas clóis roimh agus díreach i ndiaidh am scoile.**
Supervision before and after school.
- **Leabhar le síniú ag tuismitheoir / caomhnóir nuair a thógtar páiste ón scoil i rith am scoile agus le síniú nuair a fhilleann siad.**
Signing in/out of pupils by parent / guardian.
- **Cloí le cód iompair na scoile lena chinntiú go bhfuil atmasféar sábháilte taitneamhach sa scoil do na páistí go**

Iéir.

General school rules under the school's behaviour policy to ensure all pupils have a safe environment.

2. Sábháltacht Síceolaíocht (Psychological Safety)

Baineann bainistíocht agus foireann na scoile úsáid as cláir agus acmhainní chun freastal ar fhorbairt pearsanta agus sóisialta na ndaltaí, chun atmaisféar sabháilte a chothú sa scoil agus chun deiseanna comhrá agus machnaimh a chur ar fáil.

The management and staff of Gaelscoil Uí Fhiaich also 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.

O.S.P.S. (S.P.H.E.)

- **Tá sé fite fuaite trí ghnéithe éagsúla i saol na scoile. Déantar na nithe seo a chlúdach sa churaclam, bás agus cailliúintí, scileanna cumarsáide, strus agus déileáil le fearg, réiteach coimhlíntí / fadhbanna, bulaíocht agus ag déanamh cintí maidir le alcól agus drugaí. Tá sláinte intinne mar chuid tábhachtach den oideachas ginearálta.**
It is integrated into the work of the school. It is addressed in the curriculum by including 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. Promotion of mental health is an integral part of this provision.
- **Tá treanáil/eolas faighte ag foireann na scoile faoin gclár O.S.P.S.**
The Staff has access to information in relation to SPHE
- **Tá foireann na scoile ar an eolas maidir leis an bPolasaí Caoimhnú Páistí agus na treoirlínte a bhaineann le nochtadh eolais.**
The Staff is familiar with the Child Protection Guidelines and Procedures and details of how to proceed with suspicions or disclosures
- **Tá áiseanna / leabhair ar fáil le eolas ar dheacrachtaí agus ábhair a chuirfeadh isteach ar shaol páistí.**
Books / resources on difficulties affecting the primary school student are available.
- **Tá gaol agus ceangal ag an scoil le eagraíochtaí m.sh. NEPS / CAHMS / HSE /Garda Síochána/TUSLA, agus rl.**
The school has developed links with a range of external agencies e.g. HSE/TUSLA/Community Care /NEPS /Garda Síochána .
- **Tá polasaí bulaíochta sa scoil agus cloítear leis an bpolasaí nuair a tharlaíonn eachtra mar sin.**
The school has a clear policy on bullying and deals with bullying in accordance with this policy.
- **Tá foireann na scoile curtha ar an eolas maidir le paistí le riachtanais faoi leith.**
The Staff are made aware of children with specific needs.
- **Cuirtear foireann na scoile ar an eolas maidir lena seirbhísí atá ar fáil ó ghníomhaireachtaí tacaíochta seachtracha.**
The Staff is informed about how to access support available from external agencies

Foireann Bainistíochta do Theagmhais Chriticiúla (Critical Incident Management Team)

Tá foireann bainistíochta (ainmneacha ag bun an chaipéis seo) in áit de réir na treoirínte leagtha síos ag an tSeirbhís Náistiúnta Síceolaíochta Oideachais. Leanfaidh na freagrachtaí ar bhonn bliantúil agus déanfar athbhreithniú ansin. Tá fillteán le hacmhainní ag gach duine ar an bhFoireann Bainistíochta do Theagmhais Chriticiúil.

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. (Current Team names on page 6 of this policy document) The plan will be reviewed and updated with the change in team members. Each member of the team have a copy of their responsibilities and related resouces.

Cóip den bhainistíocht do Theagmhais Chriticiúla – agus a ról. Iniata le seo tá:

A copy of the Critical Incident Management Team / and the Key Roles.

- **Liosta suas chun dáta d'uimhreacha teangmhála a choinneáil chomh maith le liosta de fhoireann na scoile agus a n-uimhreacha teangmhála.**
An emergency contact list / school staff contact list.
- **Cóip dena dualgaisí atá ag gach bhall den fhoireann.**
A copy of the duties of each team member.
- **Plean gníomhaíochta de réir na ról.**
An Action Plan Template relating to the role.

An Fhoireann Bainistíochta do Theagmhais Chriticiúil

Key roles have been identified and assigned. The team includes:

- a) **An Ceannaire... Déaglán**
- b) **Idirghabhálaí Foirne: Staff Liaison... Tracey Ní Chearáin**
- c) **Idirghabhálaí na ndaltaí: Student Liaison.... Marie Uí Shionóid**
- d) **Idirghabhálaí an Phobail: Community Liaison... Sinéad Ní Dhiolúin**
- e) **Idirghabhálaí na dtuismitheoirí: Parent Liaison... Áine Ní Chonghaile**
- f) **Idirghabhálaí na Meán : Media Liaison.....Barra Mac Niocaill**
- g) **Rúnaí: Administrative Tasks... Caitríona Ui Chonchúir**

Freagrachtaí: Responsibilities

1. An Ceannaire (Team Leader) - Déaglán Ó Drisceoil (Príomhoide)

- **Na baill a chur ar an eolas maidir leis an teagmhas a tharla agus cruinniú a eagrú**
Alert the team members to the crisis and convene a meeting.
- **Comhordú na ndualgaisí atá ag gach éinne ar an bhfoireann .**
Co-ordinate the tasks of the team.
- **Teagmháil a dhéanamh leis an mBord Bainistíochta, an Roinn agus NEPS.**
Liaise with the Board of Management; DES; NEPS.
- **Teagmháil a dhéanamh leis an teaghlach/ na teaghlaigh atá i gceist**
Liaise with the bereaved family(ies).

2. Idirghabhálaí Foirne : Staff Liaison – Tracey Ní Chearáin

- **An fhoireann a chur ar an eolas maidir leis an eachtra agus eolas ar bith eile ata riachtanach a chur ar fáil – chomh maith le deis a thabhairt den fhoireann ceisteanna a shoiléiriú.**
Lead briefing meetings for staff on facts as known, give staff members an opportunity to express their feelings and ask questions and outline the routine for the day
- **Páistí atá i mbaol a chur in iúl den fhoireann.**
Advise staff on the procedures for identification of vulnerable students.
- **Ábhair a chur ar fáil don fhoireann ón bhFillteán ar Theagmhais Chriticúil.**
- Provide materials for staff from the Critical Incident Folder.
- **Taifead a dhéanamh ar dhaltaí a fhaigheann cabhair ó gníomhaireachtaí seachtaracha.**
Keep records of students seen by external agency staff
- **Seomra ciúin a chur ar fáil agus duine a bheith ar fail le féitheoireacht a dhéanamh air.**
Look after setting up and supervision of ‘quiet’ room where agreed.

3. Idirghabhálaí na nDaltaí: Student Liaison - Marie Uí Shionóid.

1. Teanghmáil a dhéanamh le is na baill eile chun.

Liaises with other team members to keep them up-dated with information and progress.

2. An fhoireann a chur ar an eolas maidir le páistí atá leochaileach

Alerts staff to vulnerable students.

3. Acmhainní a chur ar fáil do dhaltaí ón 'Ready-to-go Pack

Provides materials for students from the Ready-to-go-pack.

4. Idirghabhálaí Pobail Community Liaison: - Sinéad Ní Dhiolúin (leas Príomhoide)

- **Liosta suas chun dáta de uimhreacha teagmhála a choinneáil – seirbhísí – éigeandála, gníomhaireachtaí seachtaracha, baill Comhairle na dTuismitheoirí**

Maintain up to date list of contact numbers – members of the Parents Committee, emergency support services and other external contacts and resources

- **Dul i dteangbháil le gníomhaireachtaí sa phobal maidir le tacaíocht agus comhairle a fháil**

Liaise with agencies in the community for support and onward referral

- **Co-ordanú a dhéanamh ar thacaíocht a bhéadh ar fail ó ghníomhaireachtaí seachtaracha**

Co-ordinate the involvement of these agencies

- **An fhoireann a chur ar an eolas maidir leis an chabhair atá a chur ar fáil ag gníomhaireachtaí seachtaracha**

Update team members on the involvement of external agencies.

5. Idirghabhálaí Tuismitheora Parent Liaison: Áine Ní Chonghaile.

- **Cuairt a thabhairt ar an teaghlach / na teaghlaigh atá gceist i gcuideachta an cheannaire**

Visit the bereaved family with the team leader

- **Cruinnithe do thuismitheoirí a shocrú agus socrú ar an eolas atá le roinnt agus ar an dóigh is fearr le seo a dhéanamh**

Arrange parent meetings, if held – facilitate such meetings, and manage ‘questions and answers’

- **Seomra a chur ar leataobh do chruinnithe**

Set up room for meetings with parents

- **Buailadh le tuismitheoirí aonaracha**

Meet with individual parents

- **Taifead a choinneáil ar na cruinnithe seo**

Maintain a record of parents seen

- **Litreacha samplacha a bheith ar fáil a thig a úsáid i gcásanna mar seo**

Manage the ‘consent’ issues in accordance with agreed school policy

- **Eolas agus tacaíocht cuí a thabhairt do thuismitheoirí**

Provide appropriate materials for parents (from their Critical Incident Folder)

6. Idirghabhalaí na Meán Cumarsáide :Media Liaison: Barra Mac Niocaill

- **Ráiteas scríofa a ullmhú má’s gá.**

Prepare a written statement, if necessary.

- **Plean a dhéanamh : Cad é atá déanta go dtí seo/ Cad é a dhéanfar**

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)

- **Fíricí maidir leis an teagmhas a fháil.**

Keep up-to-date with the facts as they emerge.

- **Cineadh a dhéanamh maidir le na meáin ag an scoil, agallaimh le baill den fhoireann – daltaí agus rí.**

Draw up a press statement, give media briefings and interviews (as agreed by school management)

- **Comhairle a fháil ón Chéardchumann**

Liaise where necessary with relevant teacher unions etc.

7. Riarachán : Administrative Tasks: Caitríona Uí Chonchúir (Sec)

- **Liosta suas chun data d’uimhreacha teagbhála**

Maintenance up to date telephone numbers of:

Tuismitheoirí / caomhnóirí Parents or guardians

Múinteoirí Teachers

Seirbhísí Éigeandála Emergency services

- **Glaochanna gútháin a ghlacadh**

Take telephone calls and note those that need to be responded to

- **Samplaí de litreacha cuí a bheith ar fail**

Ensure that templates are on the school's system in advance and ready for adaptation

- **Litreacha ríomhphoist a ullmhú agus a sheoladh**

Prepare and send out letters, emails and faxes

- **Cóip de eolas atá riachtanach a chur ar fail**

Photocopies materials needed

- **Taifead a choinneáil**

Maintains records

To do list:

- Contact parents/guardians Contact accident and emergency services.
- Contact Fr. Frank in life or death situation.
- Contact Principal or Assistant Principal.
- Contact Class Teacher.
- Contact First Aid Person/Health & Safety Officer.
- Contact the I.N.T.O.

Taifead Record Keeping

I gcás Theagmhais Chriticúil tá sé fíor thábhachtach go ndéantar taifead de glaochanna gutháin, litreacha a seoladh nó a fuarthas, cruinnithe, ábhair a bhí in úsáid, daoine ar bualadh leo agus idirghabháil ar bith a deineadh. Beidh páirt lárnach ag rúnaí na scoile san obair seo.

In the event of an incident, each member of the team will keep records of phone calls made and received, letters sent and received, meetings held, persons met, interventions used, material used etc. The school secretary will have a key role in receiving and logging telephone calls, sending letters, photocopying materials, etc.

Rúndacht (Confidentiality and Good Name Considerations)

Tá sé de dhualgas ar bhainistíocht agus foireann na scoile go ndéantar gach iarracht príobhaideachas na ndaoine a chosaint. Chomh fada agus is féidir cuirfidh foireann na scoile ina luí ar na dálaí é seo a dhéanamh chomh maith. Caithfear a bheidh cúramach maidir leis an téarmaíocht a úsáidtear agus 'bás tobann' nó 'bás tubaisteach' a úsáid in ionad 'féin bhás', 'dúnmharú' go dtí go bhfuil firicí dleathacha ar fáil agus cead clainne faighte.

The management and staff of Gaelscoil Uí Fhiaich 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 solid 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.

Litreacha do Thuismitheoirí Letter to Parents (Iniata)

Assistant Principal will prepare a brief, written statement to include:-

- The sympathy of the school community for the affected/bereaved family.
- Positive information or comments about the deceased/injured persons(s).
- The facts of the incident.
- What has been done?
- What is going to be done?

Seomraí le n-úsáid Critical Incident Room(s)

- I gcás teagbhas chriticiúil cuirfear na seomraí seo leanas ar fáil:
In the event of a critical incident:
- **Seomra foirne do chruinnithe leis an bhfoireann** The Staff room will be the main room used to meet the staff
- **An halla do chruinnithe lena tuismitheoirí** The Assembly Hall for meetings with students
- **Seomraí breise do chruinnithe le tuismitheoirí / daltaí /cuairteoirí aonarach**
- Extra Rooms/ learning support rooms support for parents and other visitors.
- **An leabharlann dona meáin** The Library for media.

Eolas maidir leis an bplean (Consultation and Communication Regarding the Plan)

Tá foireann na scoile ar an eolas maidir leis an bplean seo agus a chur le chéile. Tá cóip faighte ag an mBord Bainistíochta agus ionadaí na dtuismitheoirí. Tá cóip den phlean ag gach ball den fhoireann Theagmhas Chriticiúil. Cuirfear baill nua den fhoireann ar an eolas faoi ag an Idirghabhálaí Foirne Sinéad Ní Dhiolúin.

All staff was consulted and regard was given to their views in the preparation of this policy and plan. Parent representatives were also consulted and asked for their comments. Our school’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 access to a personal copy of the plan. All new and temporary staff will be informed of the details of the plan by a Staff Liaison member – Tracey Ní Chearáin.

Déarfath athnuachán ar an phlean seo mar is gá.

The plan will be updated as required.

Faobhaithe 14 Meá Fómhair 2022

