



PRESENTATION SECONDARY SCHOOL, BALLYPHEHANE

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Principal: Mr. Barry O'Shea

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Updated Critical Incident Policy

(To be used in conjunction with the Critical Incident Plan)

https://docs.google.com/document/d/0B8UC6hLqWdb5X29ISmRfRUZBS3RxdGo0bVNpYVM0VmdrOTZN/edit?resourcekey=0-YWxcAM_mk5Gz7wVzUbTYUQ

Presentation Secondary School is an co-educational Catholic Voluntary Secondary School under the Trusteeship of CEIST.

Nano Nagle, foundress of the Presentation Sisters, continues to inspire us and we are also guided by the values of the CEIST Charter.

Mission Statement

Presentation Secondary School strives for excellence in a Christian environment.

Definition of Critical Incident

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

Examples of Critical Incidents:

- The death of a member of the school community through sudden death, accident, terminal illness or suicide.
- An accident involving pupils or staff on or off the school premises.
- A physical attack on a staff member or student or intrusion into the school.
- Serious damage to the school building through fire, flood, vandalism etc.
- The disappearance of a member of the school community.
- An accident/tragedy in the wider community.

Striving for Excellence in a Christian Environment

Critical Incident Management Team

The school has a Management Team in place who, in the event of a critical incident arising, will meet and plan the course of action.

The team is made up of the Principal, Deputy, Guidance Counsellor, Resource Co-ordinator. Other members could be part of the team as appropriate

Managing a Critical Incident

The Principal calls a meeting of the Team.

- The first step is to gather and confirm facts. This will avoid rumour which will add to the distress.
- Contact is then made with appropriate agencies, i.e., Chaplain, Emergency services, Medical services, HSE representatives/Community Care Services, NEPS/School Psychologist, Board of Management.
- Decide whether outside professionals should be invited in to meet team/staff
- A written statement of facts is prepared for staff, students, parents and the media.
- Careful consideration should be given as to how the facts are conveyed to the students. An agreed approach is best.
- Organise a meeting with the staff to convey facts and outline routine for the day.
- As far as possible maintain a normal school routine.
- Allow students to express their feelings and to ask questions.
- Help students to realise that overwhelming emotions are natural and normal following a critical incident.
- Organise supervision of students if a meeting is called.
- Appoint someone to handle media, phone calls etc.
- Organise the Timetable for the day.
- Provide opportunities for prayer services and prayers which will help with the grieving and provide comfort.
- The Principal/Deputy will make contact with the family to offer support.
- A procedure for identifying vulnerable staff and students and support for same.

Events in the aftermath of a Critical Incident

Depending on the Critical Incident a follow up should be planned by the Team appropriate to the incident. 'Responding to the Critical Incidents' book issued by NEPS is a reference for follow up on critical incidents depending on the nature of the critical incident.

Signed


Chairperson

Date:

