

Gaelscoil na gCloch Liath

Na Clocha Liatha
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Polasaí Theagmhais Chriticiúil *Critical Incident Policy*

Réamhrá *Introduction:*

I nGaelscoil na gCloch Liath is mian linn folláine na ndaltaí agus na foirne a chosaint trí thimpeallacht sábháilte, iolrathach agus dea-riartha a chur ar fáil, mar a léirítear i ráiteas shainmheoin na scoile.

In Gaelscoil na gCloch Liath we aim to protect the wellbeing of our pupils and staff by providing a safe, tolerant and well-managed environment, as outlined in our school philosophy statement.

Cuireadh an polasaí seo le chéile trí chomhairliúcháin le Foireann na Scoile, Bord Bainistíochta agus Coiste na dTuismitheoirí. Cuireadh le chéile é chun eolas agus treoirínite a thabhairt maidir le teagmhas criticiúil i nGaelscoil na gCloch Liath. Baineadh úsáid as treoirínite na Roinne Oideachais agus é á chruthú againn. Déanadh tagairt do na doiciméid ‘Freagairt do Theagmhais Chriticiúla, Treoirínite agus Ábhair Acmhainne do Scoileanna ó SNSO’ agus ‘Folláine i mBunscoileanna; Treoirínite do Chothú na Meabharshláinte’.

This policy was written in consultation with the Staff, Board of Management and Parents’ Association. It was created in order to provide information and guidelines regarding critical incidents in Gaelscoil na gCloch Liath. The Department of Education guidelines were followed in the drawing up of this policy. The documents ‘Responding to Critical Incidents; NEPS Guidelines and Resource Material for Schools’, and ‘Well-being in Primary Schools; Guidelines for Mental Health Promotion’ were referred to when drafting this policy.

Cuireadh an polasaí le chéile chun;

- cuidiú leis an scoil teagmhais chriticiúil a aithint, is chun
- cuidiú linn gníomhú go sciopaidh agus go héifeachtach má tharlaíonn eachtra,
- go gcoinnítear gnáthchúrsaí an lae agus leibhéal tacaíochta cuí a chur ar fáil do phobal na scoile.

This policy was put together in order to;

- *assist the school to recognize a critical incident,*
- *assist us in acting swiftly and effectively if there is such an incident,*
- *continue with the normal day to day running of the school and to ensure an appropriate level of support be provided to our school community.*

Cosc Prevention

Is féidir linn mar scoil plé a dhéanamh le cosc ach córais a bheith i bhfeidhm againn, ar córais iad a chuireann sláinte agus folláine mothúchán chun cinn, a fhorbraíonn teacht aniar i measc na mball foirne agus na ndaltaí araon, agus a ullmhaíonn iad leis an lámh in uachtar a fháil ar réimse tarluithe saoil. Tá cur na meabhairshláinte chun cinn ina chuid ríthábhachtach den obair sin. Is iad seo a leanas roinnt de na sainmhínte atá tugtha ar an meabhairshláinte:

“Staid folláine mothúchánaí agus sóisialta ina bhfaigheann an duine aonair tuiscint ar a chineálacha cumais féin agus inar féidir leis gnáthbhrúnna an tsaoil a bhainistiú, oibriú go héifeachtach, agus ról a imirt ina phobal.” (EDS, 1999).

“An teacht aniar mothúchánach agus spioradálta a chuireann ar ár gcumas taitneamh a bhaint as an saol agus teacht slán as pian, díomá agus brón.” (GOA, 1997).

Tá an tOideachas Sóisialta, Pearsanta agus Sláinte (OSPS) ar cheann de na príomhuirlis atá ar fáil do Ghaelscoil na gCloch Liath le cabhrú linn tacú le forbairt shláintiúil na ndaltaí uile. An tOideachas Sóisialta, Pearsanta agus Sláinte Príomhghné d’obair choisc na scoile is ea an tOideachas Sóisialta, Pearsanta agus Sláinte (OSPS). Is gné riachtanach de Churaclam na Bunscoile agus é.

Tacaíonn an OSPS le forbairt agus folláine fhisiciúil, mheabhrach, mhothúchánach, shóisialta agus spioradálta na mball uile de phobal na scoile. Tá ról iontach tábhachtach le himirt aige i dtimpeallachtaí sláintiúla, oiliúnacha agus slán sábháilte a chruthú. Is idirghabháil ‘uilíoch’ é, a dhíríonn ar na daltaí ar fad, agus a fheabhsaíonn sláinte phobal na scoile uile dá bharr sin. Déantar é ina chuid de shaol acadúil, sóisialta, mothúchánach, caitheamh aimsire agus ealaíonta na scoile. Tá tábhacht nach beag ag baint leis i leith straitéis scoile uile, a spreagann daltaí chun a dtreoirphrionsabail agus a dtuairimí a fhorbairt agus a chabhraíonn leo na scileanna saoil a fháil a bheidh ag teastáil uathu le saol folláin a chaitheamh sa phobal.

We can as a school attend to prevention by having systems in place which help to promote emotional health and wellbeing and which build resilience in both staff and students, thus preparing them to cope with a range of life events. Mental health promotion is a vital element of this work. Mental health has been defined in the following ways:

“A state of emotional and social wellbeing in which the individual realises his or her own abilities, can manage the normal stresses of life, can work effectively, and is able to play a role in his or her community” (WHO, 1999).

“The emotional and spiritual resilience which enables us to enjoy life and to survive pain, disappointment and sadness” (HEA, 1997).

One of the key means available to Gaelscoil na gCloch Liath in our work of supporting healthy development for all pupils is Social, Personal and Health Education (SPHE). SPHE is a key element of our school’s prevention work.

SPHE supports the physical, mental, emotional, social and spiritual development, and wellbeing of all members of the school community. It has a significant role to play in the creation of healthy, nurturing and safe environments. It is a ‘universal’ intervention, targeting all pupils, and thus enhancing the health of the whole school population. It is integrated with the academic, social, emotional, recreational and artistic life of the school. It is critical to a whole school strategy that encourages students to develop their values and

attitudes and helps provide the life skills they need to live healthy lives in the wider community.

I measc na ngnéithe a imríonn ról i scoil shláintiúil, shábháilte a chruthú tá:

- Timpeallacht shlán ó thaobh na síceolaíochta de a chruthú
- Cláir OSPS a chomhtháthú sa churaclam ar bhealach leathan
- Saincheisteanna a bhaineann le meabhairshláinte a dhéanamh ina gcuid den ghnáthsholáthar OSPS.
- Timpeallacht atá slán go fisiciúil
- Oilíúint agus acmhainní a chur ar fáil don fhoireann maidir le saincheisteanna a mbíonn tionchar acu ar dhaoine óga
- Córais agus nósanna imeachta a chruthú le sainathint a dhéanamh ar dhaltaí atá i mbaol
- Naisc a fhorbairt le gníomhaireachtaí seachtracha, chomh maith le nósanna imeachta soiléire a leagan amach, i dtaca le cur ar aghaidh cuí i gcás daltaí a bhfuil deacrachtaí níos tromchúisí acu
- Tá cur amach ag an bhfoireann ar na Treoirínte agus Nósanna Imeachta um Chosaint Leanaí agus is eol dóibh cén chaoi plé a dhéanamh le hábhair is údar inní nó le nochtuithe.
- Tacaíocht a chur ar fáil do bhaill foirne na scoile, mar aon le heolas soiléir ar cén chaoi ar féidir leo teacht ar an tSeirbhís Chúnaimh d'Fhostaithe (Saorghlao 1800 411057).

Some of the elements which contribute to creating a healthy and safe school include:

- *The creation of a psychologically safe environment*
- *The integration of SPHE programmes in the curriculum in a broad based way*
- *The incorporation of mental health issues into the regular SPHE provision*
- *The creation of a physically safe environment*
- *The provision of staff training and resources on issues affecting young people*
- *The creation of systems and procedures for the identification of students at risk, and for referral to school personnel for screening and support*
- *The development of links with external agencies, together with clear procedures for appropriate onward referral, for those with more serious difficulties*
- *Staff are familiar with the Child Protection Guidelines and Procedures and how to proceed with concerns or disclosures*
- *The provision of support for school staff members and clear information on how to access the Employee Assistance Service (Free phone 1800 411057).*

Céard is Teagmhas Criticiúil ann?

Séard is teagmhas criticiúil ann ná aon eachtra nó eachtraí a chuireann isteach ar ábaltacht na scoile freastal ar ghnáth imeachtaí laethiúla.

Mar shampla;

- Bás duine/daoine de chuid phobal na scoile (bíodh sé seo trí bhás tobann, trí thinneas, trí timpiste, trí fhéinmharú/meastar gur féinmharú é, nó trí bhás foréigeanach)

- Timpiste tromchúiseach ina bhfuil diune/daoine de chuid phobal na scoile bainteach ann.
- Timpistí tromchúiseacha, droch-ghortú sa cheantar máguaird
- Briseadh isteach sa scoil.
- Damáiste tromchúiseach d'fhoirgneamh na scoile trí tine, tuile, nó loitiméireacht, srl.
- Duine/daoine de chuid phobal na scoile a bheith imithe gan tásca gan tuairisc. Má tharlaíonn nach dtagann dalta ar scoil, cuirfidh an scoil an Polasaí Theagmhais Chriticiúil i bhfeidhm, ar a dheireanaí, tráth nach déanaí ná aon uair a chloig tar éis an t-am ina raibh an dalta le bheith ar scoil don lá sin.

What is a Critical Incident?

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

Examples:

- *The death of a member/members of the school community (be this by sudden death, illness, suicide/suspected suicide, or a violent death)*
- *A serious accident involving a member/members of the school community*
- *Major accidents/injury in the wider community*
- *Intrusion into the school*
- *Serious damage to the school, through fire, flood, or vandalism, etc.*
- *The disappearance of a member/members of the school community. If a child fails to turn up to school, the school will activate the Critical Incident Policy, no later than one hour after the child's expected time of arrival for that day.*

Foireann Bhainistíochta Theagmais Chriticiúil (FBTC)

Critical Incidents Management Team (CIMT):

Ceannaire/ <i>Leadership Role:</i>	Rita Ní Thuathail, Príomhoide (Fiona Nixon, PO Tánaisteach)
Ról Cumarsáide/ <i>Communication Role:</i>	Oisín Mac Eoin (Rita Ní Thuathail & Lisa de Róiste, Rúnaí Scoile)
Oifigeach ceangail daltaí/ Comhairleoir/ <i>Student Liaison/ Counselling Role:</i>	Fiona Nixon (Tríona Bairéid)
Oifigeach ceangail teaghlaigh/ <i>Family Liaison Role:</i>	Rita Ní Thuathail, Príomhoide (Lisa de Róiste, Rúnaí Scoile)
Séiplíneach/ <i>Chaplaincy Role:</i>	An Ath. John Daly/An Ath. Gerard Tyrell (Eag. Chaitliceach) & David Mungavin (Eag. Na hÉireann)
Ionadaí Bhord Bainistíochta/ <i>Board of Management Representative:</i>	Sinéad Ní Mháirtín

- Tá ról cúlta ag an dara duine ainmnithe faoi gach ceannteideal thuas, nó, sa chás nach bhfuil an chéad duine ar fáil, feidhmeoidh an dara duine ina (h)áit.
The second-named person under each of the above headings has an assisting role to the first-named, or, in the case that the first-named person is unavailable, the second-named person will assume responsibility for the relevant role.
- Tá ról cúlta riaracháin ag an rúnaí scoile, Rúnaí Lisa.
The school secretary, Rúnaí Lisa, has an assisting administrative role.
- Déanfar teagmháil leis an bhfoireann Bhainistíochta Theagmhais Chriticiúil (FBTC) ar dtús le gloach teileafóin. Munar féidir teacht othu, fágfar teachtaireacht ar an bhfón. Úsáidfear ríomhphost chomh maith chun teagmháil a choinneáil agus eolas a roinnt le linn an phróisis.
- *Initial contact will be made with the Critical Incident Management Team (CIMT) by way of a telephone call. If contact cannot be made, a voice message will be left. E-mail will also be used to maintain contact and to share information throughout the process.*
- Buailfidh an Foireann Bhainistíochta Theagmhais Chriticiúil. Ag brath ar an eachtra, déanfar iarracht cruinniú a eagrú sa tráthnóna, nó moch ar maidín, lena chinntiú go mbeidh an fhoireann ullmhaithe agus go mbeidh plean i bhfeidhm don lá scoile. Buailfidh siad le chéile i Seomra na gCruinnithe, Bloc A. Déanfar cinneadh ag an mioncheistiú seo go bhfuil/nach bhfuil an eachtra ina eachtra chriticiúil don scoil. Déanfar cinneadh ar na gníomhaíochtaí a dhéanfaidh na baill éagsúla ar an bhFoireann Bhainistíochta Theagmhais Chriticiúil. Déanfar socrúcháin chuí ionas gur féidir le haon bhall den fhoireann glao comhdhála a dhéanamh le bheith páirteach sa chruinniú, sa chás nach féidir leo a bheith i láthair go fisiciúil sa scoil nuair atá an chruinniú ar siúl.
The Critical Incident Management Team will meet. Depending on the incident, every effort will be made to arrange a meeting in the evening or early in the morning, to ensure that the team is well prepared and has a plan in place for the school day ahead. The team will meet in Seomra na gCruinnithe, Bloc A. At this debriefing a decision will be made as to whether the incident is a school issue or not. The tasks that each member of the Critical Incident Management Team are to undertake will also be decided upon. Facilities will be made available to any team member to dial into the meeting via conference call in the event that they are unable to be physically present in the school for the meeting.

Rólanna agus Freagrachtaí *Roles and Responsibilities:*

1. Ceannaire *Leadership Role:*

Measúnú Tosaigh ar an Teagmhais

Is gá soiléiriú a thabhairt ar an gcineál freagartha a d'fhéadfadh síceolaí de chuid SNSO a chur ar fáil i gcásanna difriúla. Leis sin a dhéanamh, tá sé beartaithe rangú a dhéanamh ar leibhéil freagartha, a bheidh nasctha le roinnt fachtóirí a théann i bhfeidhm ar an gcás. Ní bhaineann an rangú sin de cé chomh tromchúiseach is atá aon teagmhas áirithe ar bhealach ar bith. Tá sé mar aidhm aige cabhrú le scoileanna agus le síceolaithe measúnú a dhéanamh ar an

leibhéal idirghabhála atá ag teastáil, lena n-áirítear na tacaíochtaí breise a d'fhéadfadh síceolaí a iarraidh ar chomhghleacaithe agus ar ghníomhaireachtaí eile.

<p>Céim 1 Cén cineál freagartha atá ag teastáil?</p>	<ul style="list-style-type: none"> • Leibhéal Freagartha 1: bás dalta nó baill foirne a bhí i mbéal an bháis; bás tuismitheora/dearthár/deirféar; dóiteán sa scoil nach cúis le haon gortú tromchúiseach; dochar tromchúiseach do mhaoin na scoile. • Leibhéal Freagartha 2: bás tobann dalta nó baill foirne. • Leibhéal Freagartha 3: timpiste/teagmhas a bhaineann le roinnt daltaí; bás foréigneach; teagmhas atá in airde sna meáin nó a bhaineann le roinnt scoileanna éagsúla.
<p>Céim 2 Ar choir go mbeach síceolaí páirteach sa fhreagairt?</p>	<ul style="list-style-type: none"> • Déan machnamh ar nádúr an teagmhais agus ar cén chaoi a bhfuil do scoil ag déileáil leis. Cén tacaíocht atá ag teastáil uaibh ón SNSO agus/nó ó ghníomhaireachtaí eile?
<p>Céim 3 Cén chaoi ar féidir liom riachtanais na scoile a mheas?</p>	<ul style="list-style-type: none"> • An bhfuil an teagmhas ag dul sa mhuilleann ar an scoil? • An raibh teagmhas eile ann roimhe seo? Cén uair a tharla sé? Cén sórt teagmhais? Más rud é go raibh níos mó ná teagmhas amháin ann, cá mhéad? (Sa chás gur tharla teagmhas nó roinnt teagmhas sa scoil ar na mallaibh, b'fhéidir go bhfuil na baill foirne traochta nó trína chéile. Ar an taobh eile den scéal, b'fhéidir go mothaíonn siad go bhfuil níos mó taithí acu agus gur fearr a bheidh siad in ann déileáil leis). • An bhfuil plean/foireann bainistíochta teagmhais chriticiúil i bhfeidhm? • An ann do chóras maith tréadchúraim sa scoil? • An bhfuil spéis shuntasach ag na meáin sa teagmhas? • An bhfuil gníomhaireachtaí eile páirteach sa fhreagairt cheana?
<p>Céim 4 Céard is gá dom a dhéanamh?</p>	<ul style="list-style-type: none"> • I gcás teagmhais a bhfuil freagairt Leibhéal 1 ag teastáil ina leith, d'fhéadfadh sé gur leor labhairt leis an síceolaí ar an bhfón. Aimsigh do chóip de Freagairt do Theagmhais Chriticiúla: Treoirlínte agus Ábhair Acmhainne do Scoileanna (2016). Déanfaidh an síceolaí tagairt den cháipéis sin agus tabharfaidh trí na codanna ábhartha thú. • I gcás teagmhais a bhfuil freagairt Leibhéal 2 agus Leibhéal 3 ag teastáil ina leith, déan teagmháil leis an SNSO. Tabharfaidh síceolaí amháin ar a laghad cuairt ar an scoil ag brath ar an teagmhas.

Initial Assessment of the Incident

There is a need to clarify the type of response a NEPS psychologist might be expected to offer in different types of situations. To assist in this, a classification of response levels is proposed, which is linked to a number of factors impacting on the situation. This classification in no way diminishes the seriousness of any particular event. It is intended to help schools and psychologists assess what level of intervention is needed, including the additional supports a psychologist may need to request from colleagues and other agencies.

<p>Step 1</p> <p><i>What type of response is needed?</i></p>	<ul style="list-style-type: none"> • Response Level 1: the death of a student or staff member who was terminally ill; the death of parent/sibling; a fire in school not resulting in serious injury; serious damage to school property. • Response Level 2: the sudden death of a student or staff member. • Response Level 3: an accident/event involving a number of students; a violent death; an incident with a high media profile or involving a number of schools.
<p>Step 2</p> <p><i>Should a psychologist be involved?</i></p>	<ul style="list-style-type: none"> • Consider the nature of the event and how your school is coping. What support do you need from NEPS and/or other agencies?
<p>Step 3</p> <p><i>How do I assess the needs of the school?</i></p>	<ul style="list-style-type: none"> • Is there a feeling of being overwhelmed by this event? • Has there been a previous incident? How recent? What kind of incident? If more than one, how many? (If the school has experienced a recent incident or a number of incidents staff may be exhausted or distressed. On the other hand, they may feel more experienced and better able to deal with the situation). • Is there a critical incident plan/team in place? • Is there a good pastoral care system in the school? • Is there significant media interest in the incident? • Are other agencies already involved?
<p>Step 4</p> <p><i>What action do I take?</i></p>	<ul style="list-style-type: none"> • For an incident requiring a Level 1 response it may be sufficient to talk to the psychologist on the phone. Locate your <i>Responding to Critical Incidents: Guidelines and Resource Materials for Schools (2016)</i>. The psychologist will refer to these and talk you through relevant sections. • In the case of an incident requiring a Level 2 & Level 3 response, make contact with NEPS. Depending on the incident at least one psychologist will visit the school.

Idirghabháil

- Dearbhú gur tharla an eachtra
- Na fíricí a shoiléarú faoin eachtra; céard a tharla? cén uair a tharla sé? cén chaoi ar tharla sé? uimhir & ainmneacha na ndaltaí/mball foirne a bhfuil baint acu leis an eachtra an bhfuil baint ag scoileanna eile leis an eachtra? cé chomh holc is atá na gortuithe & cá bhfuil na daoine sin?
- Foireann Bainistíochta Theagmhais Chriticiúil a ghníomhú.
- Teagmháil a dhéanamh leis na Gárdaí/Seirbhísí Slándála, seirbhísí leighis/FSS, SNSO, INTO, an chlér, de réir mar is cuí.

- An fhoireann a chur ar an eolas faoi imeachtaí, deis a thabhairt dóibh a smaointe féin a nochtadh agus ceisteanna a chur, cúrsaí an lae a leagan amach.
- Comhbhrón a dhéanamh leis an gclann.
- Dul i dteagmháil le seirbhísí eile más gá, an bealach is fearr leis na grúpaí éagsúla a choinneáil ar an eolas a shocrú (an fhoireann, daltaí, tuismitheoirí, Bord Bainistíochta is Coiste na dTuismitheoirí, taobh amuigh den scoil)

Intervention

- *Confirm the event*
- *Clarify facts surrounding event*
 - *what has happened?*
 - *when it happened?*
 - *how it happened?*
 - *the number and names of pupils/staff involved in the incident*
 - *are there other schools involved?*
 - *the extent of injuries & location of those injured?*
- *Activate the Critical Incident Management team*
- *Liaise with the Gardaí/Emergency services, medical services/HSE, NEPS, INTO, the clergy, as appropriate*
- *Lead briefing meetings for staff on the facts as known, give staff members an opportunity to express their feelings and ask questions, outlines the routine for the day*
- *Express sympathy to family*
- *Make contact with other relevant agencies decide how news will be communicated to different groups (staff, pupils, parents, Board of Management, Coiste na dTuismitheoirí, outside school)*

Idirghabháil i ndiaidh na heachtra

- Déan cinnte go bhfuil tacaíocht ar fáil ag an bhfoireann agus ag na daltaí.
- Searmanais cuimhneacháin a eagrú más gá.
- Athbhreithniú a dhéanamh ar an bplean.

Intervention after the incident

- *Ensure provision of ongoing support to staff and students*
- *Facilitate any appropriate memorial events*
- *Review Plan*

2. Ról Cumarsáide *Communication Role:*

- **Breithnithe faoi rúndacht agus dea-chlú**

Tá d'fhreagracht ar lucht bainistíochta agus ar fhoireann Ghaelscoil na gCloch Liath 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 úsáidfear 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 go ndearnadh dúnmharú. D’fhéadfaí an téarma ‘bás foréigneach’ a úsáid ina áit.

Confidentiality and good name considerations

The management and staff of Gaelscoil na gCloch Liath 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.

Idirghabháil

- Ráiteas poiblí a ullmhú i dteannta leis an bhFoireann Bhainistíochta Theagmhais Criticiúil, cuirfear cumarsáid amach chuig pobal na scoile sula chuirtear aon scéal amach chuig na meáin cumarsáide
- Seomra a réiteach le déileáil leis na meáin cumarsáide; An Seomra Cruinnithe (Bloc A)
- Déan cinnte go bhfuil teileafóin ar fáil chun glaochanna a chur agus a fháil.
- Uimhreacha fón póca faoi leith a chur ar fáil chun teagmháil a dhéanamh linn; uimhir na scoile is uimhir fhóin póca na scoile.
- Idirghabháil a dhéanamh leis na séirbhísí tacaíochta éagsúla.
- Idirghabháil a dhéanamh leis an mBord Bainistíochta agus Coiste na dTuismitheoirí

Intervention

- *With the Critical Incident Management Team, prepare a public statement. A communication will issue to the school community before any statement is released to the general public/media.*
- *Organise a designated room to address media promptly; Seomra na gCruinnithe (The Meeting Room), Block A*
- *Ensure telephone lines are free for outgoing and important incoming calls*
- *Designate mobile numbers for contact; the school landline and mobile number*
- *Liaise with relevant outside support agencies*
- *Liaise with Board of Management and Coiste na dTuismitheoirí*

Eagraíocht

Athbhreithniú is léirmheas a dhéanamh ar éifeacht an fhreagra cumarsáide.

Postvention

- *Review and evaluate effectiveness of communication response*

3. Oifigeach Ceangail dalta/Comhairleoir *Student Liaison/ Counselling Role:*

Idirghabháil

- Bealaigh a mholadh don bhfoireann chun daltaí leochaileacha a aithint.

- Eolas a chur abhaile chuig tuismitheoirí chun cuidiú leo leochaileacht a aithint ina bpáistí
- An fhoireann a chur ar an eolas maidir le daltaí leochaileacha.
- Seirbhísí faoi leith atá le fáil sa scoil a léiriú.
- An bealach is fearr teacht ar na seirbhísí sin a léiriú.
- Riachtanais na foirne ag an am a chomhlíonadh
- Eolas cuí a chur ar fáil don fhoireann (ón bhfilteánTheagmais Chriticiúil)
- Eolas a chur ar fáil don phobal scoile i gcoitinne
- Comhairle a chur ar fáil.

Intervention:

- *Advise the staff on the procedures for identification of vulnerable pupils*
- *Provide parents with information on how to recognize vulnerability in their children*
- *Alert staff to vulnerable pupils*
- *Outline specific services available in the school*
- *Provide information on how best to access those services*
- *Address immediate needs of staff*
- *Provide relevant materials for staff (from critical incident folder)*
- *Provide information to the general school community*
- *Provide counselling*

Eagraíocht

- Tacaíocht a chur ar fáil do dhaltaí leochaileacha.
- Súil a choinneáil ar an rang is mó a ghoilleadh air.
- Cuir ar aghaidh mar is cuí.
- Athbhreithniú agus léirmheas a dhéanamh ar an bplean.

Postvention

- *Provide ongoing support to vulnerable students*
- *Monitor class most affected*
- *Refer as appropriate*
- *Review and evaluate Plan*

4. Séiplíneach Chaplaincy Role:

Idirgabháil

- Cuairt a thabhairt ar an mbaile mar is cuí
- Cabhair a thabhairt maidir le seirbhísí urnaithe.
- Dul i dteagmháil le cléir áitiúla.
- Tacaíocht phearsanta agus spioradálta a thabhairt don bhfoireann.

Intervention

- *Visit home(s), if appropriate*
- *Assist with prayer services*
- *Make contact with other local clergy*
- *Be available as personal and spiritual support to staff*

Eagraíocht

- Tacaíocht a thabhairt do na teaghlaigh mar chuid den cheangail Teaghlaigh, Scoile agus Pobail.
- Bheith mar pháirtí den bhfoireann Theagmhais Chriticiúil.
- Athbhreithniú agus léirmheas a dhéanamh ar an bplean.

Postvention

- *Provide follow-up support to families in conjunction with Home School Community Liaison*
- *Work in partnership with Critical Incident team*
- *Review and Evaluate Plan*

5. Ceangail Teaghlaigh *Family Liaison Role*:

Idirgabháil

- Teagmháil le teaghlaigh a eagrú (i ndiaidh teagmháil leis an bPríomhoide)
- Dul i gcomhairle leis an teaghlach maidir le páirt a ghlacadh m.sh. i seirbhís socraide.
- Cabhraigh leis an gcóras teachtaireachta agus teagmhála le muintir an dalta a bhain leis an teagmhas criticiúil.

Intervention

- Co-ordinate contact with families (following first contact by Principal)
- Consult with family around involvement of school in e.g. funeral service
- Assist with all communication dealing with parents of any student affected by critical incident

Eagraíocht

- Tacaíocht leanúnach a chur ar fáil do na teaghlaigh a bhí bainteach leis an eachtra.
- Na teaghlaigh a bheith páirteach i searmanais liotúirge/chuimhneacháin na scoile.
- An teaghlach a chur in aithne do ghrúpaí tacaíochta an phobail.
- Athbhreithniú agus leirmheas a dhéanamh ar an bplean.

Postvention

- *Provide ongoing support to families affected by the incident*
- *Involve as appropriate the family in school liturgies/memorial services*
- *Offer to link family with community support groups*
- *Review and evaluate plan*

Plean Gníomhú *Action plan*:

Gníomhaíochtaí Gearr-Théarmacha (Lá 1)

- Tá sé tabhachtach eolas cruinn a fháil faoin eachtra
 1. Céard a tharla, cén áit, cén uair?
 2. Cé chomh dona is atá an gortú?
 3. Cé mhéad daoine atá i gceist agus a n-ainmneacha?
 4. An bhfuil baol ann go ngortófaí tuilleadh?
 5. Cé hiad na seirbhísí ar glaodh orthu?
- Cruinniú a thionóil leis an bhFoireann Theagmais Chriticiúil
- Déan teagmháil leis na seirbhísí cuí
 1. Seirbhísí slándála
 2. Seirbhísí leighis.
 3. Feidhmeannacht na Seirbhíse Sláinte(FSS) Roinn Siceolaíochta/Seirbhísí aire an phobail.
 4. NEPS
 5. An Bord Bainistíochta
 6. An Roinn Oideachais agus Scileanna/Cigire Scoile.
- Maoirseacht daltaí a eagrú.
- Cruinniú foirne a thionóil, más gá.
- Foireann atá as láthair a choinneáil ar an eolas
- Teagmháil láithreach leis an teaghlach/teaghlaigh
- Ullmhaigh ráiteas gearr (Foireann)
- Na Meáin Cumarsáide (má oireann) - Ainmnigh duine labhartha (Ceannaire)
- Áit chiúin a chur ar fáil do dhaltai/foireann.
- Cosain príomháideachas an teaghlaigh.
- Amchlár/gnáthchúrasí an lae a eagrú (Tá sé tabhachtach go gcoinneofaí le gnáthchúrasí an lae scoile, más féidir.)
- Tabharfaidh múinteoirí faoi deara aon dalta atá as láthair gur gá dul i dteagmháil leo, liosta cairde srl, nó aon eolas a mbaineann leis an gcás. É seo a thabhairt don duine ceangail daltaí.
- Téigh i gcomhairle leis an teaghlach maidir le tacaíocht cuí ón scoil m.s. searmanas socraide.
- Téigh i dteagmháil leis an teaghlach maidir leis an socraid/seirbhís chuimhneacháin.
- Rachaidh an Séiplíneach/Príomhoide i dteagmháil leis an teaghlach chun comhbhrón a dhéanamh leo agus chun páirt na scoile sa socraide/seirbhís chuimhneacháin a dhearbhu.
- Cuairt bhaile a eagrú le beirt ón bhfoireann scoile taobh istigh de 24 uair a chloig. (Duine ceangail daltaí agus múinteoir ranga.)
- Gan dearmad a dhéanamh ar éagsúlacht traidisiún agus chreidimh.

Short-term Actions (Day 1)

- *It is important to obtain accurate information about the incident*
 1. *What happened, where and when?*
 2. *What is the extent of the injuries?*
 3. *How many are involved and what are their names?*
 4. *Is there a risk of further injury?*
 5. *What agencies have been contacted already?*
- *Convene a meeting with Key Staff/Critical Management Team*
- *Contact appropriate agencies*
 1. *Emergency services*

2. *Medical services*
 3. *Health Services Executive Psychology Departments/Community Care Services*
 4. *National Educational Psychological Services*
 5. *Board of Management*
 6. *Department of Education and Skills/Schools Inspector*
- *Arrange supervision of students*
 - *Organize a staff meeting, if appropriate*
 - *Ensure any absent staff members are kept informed*
 - *Immediate contact with family/families*
 - *Ensure that a quiet place can be made for students/staff*
 - *Prepare a brief statement (Team)*
 - *Media Briefing (if appropriate) - Designate a spokesperson (Leader)*
 - *Protect the family's privacy*
 - *Organise timetable/routine for the day. (Adhering to the normal school routine is important, if this is possible)*
 - *Class teachers to take note of any absentees who might need to be contacted, list of friends etc, or any other relevant information. This is to be given to the Student Liaison person*
 - *Consult with the family regarding appropriate support from the school, e.g. funeral service*
 - *Liaise with the family regarding funeral arrangements/memorial service*
 - *The Chaplain/Principal will liaise with the family, to extend sympathy and clarify the family's wishes regarding the school's involvement in funeral/memorial service*
 - *Arrange a home visit by two staff representatives within 24 hours, if appropriate. (Student Liaison person + Class teacher)*
 - *Have regard for different religious traditions and faiths*

Gníomhaíochtaí Meán-Téarmach (24 – 72 uair a chloig)

- An Fhoireann Stiúrtha Theagmhais Criticiúil a bhailiú le chéile.
- Athbhreithniú a dhéanamh ar eachtraí an chéid 24 uair a chloig.
- Na daltaí/an fhoireann atá ag freastal ar shocraide a ullmhú.
- Na daltaí/an fhoireann páirteach sa liotúirge a shocrú le cead ó mhuintir an bhásaithe.
- Cártaí comhbhróin, bláthanna, Leabhar chomhbhróin, srl, a chur ar fáil do na daltaí/an fhoireann.
- Deasghnátha sa scoil.
- Cruinnithe tacaíochta do thuismitheoirí/daltaí/foireann a shocrú.
- Socróidh an Fhoireann Criticiúil an bealach is fearr lehaiseolas a fháil ó mhúinteoirí, tuismithoierí, srl, ar dhaltaí leochaileacha.
- Dul i dteagmháil le daltaí nó le foireann atá as láthair.
- Tacaíocht a eagrú do dhaltaí faoi leith, grúpaí agus tuismitheoirí.
- Cruinniú tacaíochta eolais a eagrú do thuismitheoirí/daltaí, chun na heachtraí a shoiléiriú.
- Cead a thabhairt d'aon mhúinteoir, nach bhfuil compordach leis na cruinnithe tacaíochta, tarraingt astu.
- Le cead tuismitheoirí, cruinnithe tacaíochta aonaracha nó i ngrúpaí a eagrú le comhairleoirí neamhspleácha.
- Teach ar ais dhaltaí agus foirne a eagrú m.s. éinne a bhí as láthair, éinne a bhí gortaithe, deartháireacha agus deirfiúracha, gaolta, srl.
- Rachaidh an duine ceangail i dteagmháil leis na daoine sin nuair a thagann siad ar ais ar scoil.
- Cuairteanna chucu siúd a gortaíodh a phleanáil.

- Duine ceangail + múinteoir ranga + an Príomhoide le cuairt a thabhairt ar an mbaile/ospidéal.
- Freastail ar nó bheith páirteach sa socraid/seirbhís chuimhneacháin. (Le bheith socraithe i gcomhairle le tuismitheoirí, bainistíocht na scoile agus cairde scoile)
- An scoil a dhúnadh (más cuí).
- Cinneadh ar seo a iarradh ar Bhainistíocht na scoile.
- Cruinniú a eagrú chun athbhreithniú ar an bhFoireann Stiúrtha Theagmhais Chriticiúil a dhéanamh.

Medium-term Actions (24 – 72 Hours)

- *Reconvene Key Staff/Critical Incident Management Team*
- *Review the events of the first 24 hours*
- *Preparation of students/staff attending funeral*
- *Involvement of students/staff in liturgy if agreed by bereaved family*
- *Facilitation of students/staffs responses, e.g. Sympathy cards, flowers, Book of Condolences, etc.*
- *Ritual within the school*
- *Decide arrangements for support meetings for parents/students/staff*
- *Decide on mechanism for feedback from teachers, parents, etc, on vulnerable students*
- *Establish contact with absent staff and pupils*
- *Arrange support for individual students, groups of students, and parents, if necessary*
- *Hold support/information meeting for parents/students, if necessary, in order to clarify what has happened*
- *Give any teacher who feels uncomfortable with involvement in support meetings the choice of opting out*
- *Arrange, in consultation with outside agencies, individual or group debriefings or support meetings with parental permission*
- *Plan for the re-integration of students and staff e.g. absentees, injured, siblings, close relative etc)*
- *Student Liaison person to liaise with above on their return to school.*
- *Plan visits to injured*
- *Family Liaison person + Class Teacher + Principal to visit home/hospital*
- *Attendance and participation at funeral/memorial service (To be decided in accordance with parent's wishes, school management decisions and in consultation with close school friends)*
- *School closure (if appropriate) – request a decision on this from school management*
- *Have review of Critical Incident Management Team meeting*

Gníomhaíochtaí Fad-Téarmacha

Súil a choinneáil ar dhaltaí maidir le comharthaí anacair leanúnacha.

Má thaispeánann dalta na comharthaí seo a leanas thar tréimhse fada, seans go mbeidh cabhair uaidh/uaithi ón FSS (Feidhmeannacht na Seirbhíse Sláinte). Tá sé riachtanach teagmháil a choinneáil leis an teaghlach.

- Iompar neamhghnách.
- Obair acadúil ag dul in éag.
- Comharthaí fisiciúla m.sh. cailleadh nó cur suas meáchain, cuma mí-shlachtmhar, tuirse, mí-shuaimhneas.
- Frithghníomhaithe corraitheacha neamhoiriúnacha.

- As láthair go minic.

Léirmheas a dhéanamh ar an méid atá déanta agus an plean a athrú má tá gá leis.

- Cén chaoi ar éirigh leis?
- Céard a fágadh ar lár?
- Cérbh iad na buntáistí/mí-bhuntaistí?
- An bhfuil an scéal curtha faoi bhráid na seirbhísí tacaíochta cuí?
- An bhfuil aon rud eile le déanamh?

An Plean Theagmhais Chriticiúil a eagrú go foirmiúil don todhchaí.

- Dul i dteagmháil le siceolaí NEPS.
- Daltaí nua/foireann nua a raibh baint acu le teagmhais chriticiúla a chur ar an eolas.
- Déan cinnte de go bhfuil foireann nua ar an eolas faoi pholasaí agus módh ceart na scoile sa gcás seo.
- Déan cinnte de go bhfuil aithne acu ar aon dhalta a tharla a leithéid dó/di agus céard a tharla.
- Má tá dalta nó rang ag dul ar aghaidh go scoil eile ba cheart do Phríomhoide Gaelscoil na gCloch Liath an Príomhoide sa scoil nua a chur ar an eolas faoin eachtra.

An bealach ceart chun deileáil le laethanta cuimhneacháin (bheith curamach faoi laethanta agus imeachtaí speisialta).

- Cuireann laethanta cuimhneacháin isteach go mór ar dhaltaí/foireann agus seans go mbeidh tacaíocht breise ag teastáil.
- Téigh i dteagmháil leis an teaghlach.
- Bheith aireach faoi laethanta áirithe, lá breithe, an Nollaig, Lá na Máthar, Lá na nAthar.
- Seirbhís chuimhneacháin a phleanáil sa scoil.
- Aire a thabhairt d'iarmhais an duine a cailleadh. Céard é toil na dtuismitheoirí?
- Tuairiscí na scoile a thabhairt suas chun dáta agus a cheartú.

Long-Term Actions

Monitor students for signs of continuing distress.

If over a prolonged period of time, a student continues to display the following, he/she may need assistance from the Health Board. Constant communication with family is essential.

- *Uncharacteristic behaviour*
- *Deterioration in academic performance*
- *Physical symptoms — e.g. weight loss/gain, lack of attention to appearance, tiredness, restlessness*
- *Inappropriate emotional reactions*
- *Increased absenteeism*

Evaluate response to incident and amend Critical Incident Management Plan appropriately

- *What went well?*
- *Where were the gaps?*
- *What was most/least helpful?*
- *Have all necessary onward referrals to support services been made?*
- *Is there any unfinished business?*

Formalise the Critical Incident Plan for the future

- *Consult with NEPS Psychologist*

- *Inform new staff/new school pupils affected by Critical Incidents where appropriate*
- *Ensure that new staffs are aware of the school policy and procedures in this area*
- *Ensure they are aware of which pupils were affected in any recent incident and in what way*
- *When individual pupils or a class of pupils affected by an incident are transferring to a new school, the Principal of Gaelscoil na gCloch Liath should brief the Principal of the new school*

Decide on appropriate ways to deal with anniversaries (Be sensitive to special days and events)

- *Anniversaries may trigger emotional responses in students/staff and they may need additional support at this time*
- *Acknowledge the anniversary with the family*
- *Need to be sensitive to significant days like Birthdays, Christmas, Mother's Day, and Father's Day*
- *Plan a school memorial service*
- *Care of deceased person's possessions. What are the parent's wishes?*
- *Update and amend school records*

Critéir Ráthúlachta (Success Criteria)

- *Gur éirigh linn déileáil le teagmhas criticiúil sa bhealach cuí, más ann dó.*
- *That we responded appropriately to a critical incident, if one should occur.*

Athbhreithniú (Review)

Déanfar athbhreithniú ar an bpolasaí le linn Meán Fómhair 2024, nó i ndiaidh eachtra chriticiúil, má tharlaíonn. Féach Aguisín 3.

This policy will be revised during September 2024, or after a critical incident should such an event occur. See Appendix 3.

Daingniú (Ratification)

Tar éis athbhreithniú a dhéanamh, daingníodh an polasaí seo ar an 7 Feabhra 2024.

Sínithe: _____ Dáta _____

Cathaoirleach