**Critical Incident Policy and Procedures**

**In drawing up this policy guidance has been taken from the document: Every**

**School a Good School- A guide to Managing Critical Incidents.**

**Definition**

**A critical incident may be defined as any sudden and unexpected incident or**

**sequence of events which causes trauma within a school community and which**

**overwhelms the normal coping mechanisms of that school. (Every School a Good**

**School- A Guide to Managing Critical Incidents)**

**Although it is not possible to prepare in detail for every situation it is essential to**

**have a general plan to hand which outlines the steps that need to be taken. The**

**best preparation which schools can make is to have a Critical Incident**

**Management Team and Procedures in place.**

**Critical Incident Management Team**

**The composition of a school’s Critical Incident Management Team will vary**

**according to individual school circumstances.**

**In St Patrick’s PS, Annaghmore, Coalisland:**

**Miss Anne Mc Guinness, Principal, Designated Teacher and team leader**

**Mrs Caroline McFall - Deputy Designated Teacher for CP**

**Mrs Fiona Mc Aree - Kenwell 2nd Deputy Designated Teacher for CP**

**Mrs Rose Ann Bradley Special Education Needs Coordinator**

**Mrs Ciara Quinn - First Aid**

**Mr JJ Kilpatrick - Chair of BOG**

**collectively form the Critical Incident Team for5 St Patrick’s PS.**

**Incidents which have affected schools:**

**• Sudden death of pupil or member of staff;**

**• Disappearance of a pupil or member of staff;**

**• Death or injury of a pupil or staff member on a school outing;**

**• Severe injury to pupil or staff member as a result of road traffic accident;**

**• Serious assault on pupil or staff member in school;**

**• Violent/disturbed intruder on school premises during school day;**

**• Serious damage to school building or property through fire, flood or vandalism;**

**• Civil disturbance in local community;**

**• Pupil with contagious illness;**

**• Immediate evacuation of the school with no likelihood of return for a number of**

**hours.**

**Procedures within the school during the Incident by the Critical Management Team:-**

1. **Respond quickly, sensitively and work together as a team**
2. **Keep Calm**
3. **Call for help**
4. **Ensure pupil/s safety**
5. **Contact to be made with parents/guardians**
6. **Sustain the effort until Emergency Services arrive**
7. **Record Critical Incident in ‘Critical Incident Recording Book’ (team leader) using the proforma from ‘Every School a Good School- A guide to Managing Critical Incidents’**

**AFTER THE INCIDENT**

**The aim of the work carried out in school during the weeks, months and sometimes years following a critical incident is to help its immediate and broader community cope with and recover from the critical incident. A return to normal routine requires careful and sensitive planning, timing and implementation. Staff will continue to monitor pupils’ emotional wellbeing and be attentive to pupils with ongoing difficulties.**

**Support for Pupils**

**Returning to school for some pupils after a critical incident may be very difficult**

**and every attempt will be made to provide as much continuity as possible.**

**Suitable arrangements to support a pupil or pupils returning to school will be**

**made.**

**Support for Staff**

**Some staff may need support in the longer term. The strain on staff of leading a**

**school through a critical incident can be profoundly disturbing and may not be**

**identified until after the crisis. Staff, both teaching and non-teaching, can often**

**underestimate the impact on them and may not recognise that they are**

**experiencing difficulty. The Critical Incident Management Team must be alert to**

**this possibility and ensure that Staff is directed to sources of support.**

**The Critical Incident Response Team (CIRT) can provide advice and/or support to**

**the school in the aftermath of a critical incident.**

**The EA Critical Incident Response Team includes a range of personnel from EA**

**Support Services:**

* **Behaviour Support Team**
* **Educational Psychology Service**
* **Education Welfare Service**
* **Health & Welfare Services**
* **Pupil Personal Development Services**

**A list of useful contacts is kept in the General Office and with the Principal. Each**

**member of the school’s Critical Incident Management Team has a copy as Critical**

**Incidents can occur during weekends and school holidays.**