

Critical Incident Management Pack



5thth October , 2014.

Critical Incident Management Team

- ❑ **Paul Sheehan**
- ❑ **Brenda Kirwan**

Key Roles Assigned

Task	Name
❑ Overall management of response	Paul Sheehan
❑ Communication	Paul Sheehan
❑ Administration tasks	Brenda Kirwan
❑ Supervision	Year Heads

Outside Agency	Contact Number
Garda	058-42370
Hospital	University Hospital Waterford 051-848000
Fire Brigade	058-44506
Local GPs	Shandon Med. Centre 058-42210 High St. Med. Centre 058-41227 Strandside Med. Centre 058-41227
Health Board/Child and family Centre	HSE Community Care: 051-842908
Chair BOM	Denis Ring 086-8118050
Inspectorate	01-8896553
State Exams Commission	0906-442700
NEPS Psychologist	Shirley Murphy 087-6501975
DES Communications	0906-483814
ASTI	01-6040160 1850 418400
Clergy	Fr. Harris 087-6217672
Local Counselling Services	Bernardos: 058-45331 Community Based Drugs Initiative:-058-48946 Squashy Couch: 051-859000

Preventative Approaches

- **Curriculum:**

- RE
- SPHE
- First Aid Course

- **Support:**

- Counselling/Careers – Kimberly Gleeson
- School Chaplain – Fr. John Harris
- NEPS – Shirley Murphy
- SENO – Carmel Hennessy
- Pastoral Care – Sandra Norris / Kimberly Gleeson / Edmond O'Mahony
- Rainbow Group

- **Enrichment:**

- Anti-bullying ethos
- Outside speakers in RE and SPHE
- Extra-curricular activities – sport and non-sport activities

- **Physical Environment:**

- Health and safety awareness – Paul Sheehan
- Health and safety rep – Barbara Duff
- Fire Drills/Fire Extinguishers
- First Aid – Fergal McGrath

Short Term Actions and Roles Assigned

Task	Name (key and support)
<input type="checkbox"/> Gather accurate Information	Senior Management Team
<input type="checkbox"/> Contact appropriate Agencies	Senior Management Team
<input type="checkbox"/> Convene a meeting with key staff	Senior Management Team
<input type="checkbox"/> Arrange supervision of students	Senior Management Team
<input type="checkbox"/> Hold staff meeting	Senior Management Team
<input type="checkbox"/> Organise timetable for the day	Senior Management Team
<input type="checkbox"/> Inform parents	Senior Management Team
<input type="checkbox"/> Inform students	Year Heads School Chaplain Counsellors
<input type="checkbox"/> Make contact with the bereaved family	Paul Sheehan School Chaplain Year Head Visit to family
<input type="checkbox"/> Dealing with the media	Senior Management Team

Medium Term Actions and Roles Assigned

Task	Name/Group
<input type="checkbox"/> Review the events of first 24 hours	Management Team
<input type="checkbox"/> Arrange Support for individual / groups of students, parents etc.	Management Team Home School Liaison Counsellors School Chaplain
<input type="checkbox"/> Plan the reintegration of students and staff	Management Team Year Heads
<input type="checkbox"/> Plan visits to injured	Management Team
<input type="checkbox"/> Liase with family re: funeral arrangements / memorial service	Management Team Year Heads School Chaplain
<input type="checkbox"/> Attendance / participation at funeral service etc.	Management Team Year Heads School Chaplain
<input type="checkbox"/> School Closure	Paul Sheehan

Longer Term Actions and Roles Assigned

Task	Name/Group
<input type="checkbox"/> Monitor students for signs of continuing stress	Year Heads Counsellors School Chaplain
<input type="checkbox"/> Evaluate response to incident and amend CI plan appropriately	Management Team
<input type="checkbox"/> Formalise plan for future	Management Team
<input type="checkbox"/> Inform new staff/pupils	Paul Sheehan
<input type="checkbox"/> Decide on appropriate ways to deal with anniversaries	Management Team

CBS Secondary School Procedures for Investigation Possible Bullying

- Listen to the student and support them.
- Decide what if any action needs to be taken.
- If action is needed seek advice from year head if you are unsure how to proceed.
- Investigate the allegation
- Keep an accurate record of any meeting
- Students involved and or witnessing incident to be questioned and invited to put in writing what happened.
- Encourage resolution.
- All allegations will be dealt with in accordance with school Code of Behaviour and the Child Protection Act.
- If matter is not resolved or is of a very serious nature inform Management.
- Management to inform Parents.
- Involvement of Guidance Counsellor where necessary.
- Follow-up to see if issue is resolved.
- If the incident is not resolved within 20 schooldays, to be recorded on relevant form: Appendix 3 or where Management deems it necessary to be filled in.

The following to be applied to Victim and Bully

- Follow-up to see if issue is resolved.
- Counselling within resources.
- Parent involvement with regard to outside counselling.
- Referral to HSC via DLP or Deputy DLP.
- NEPS.
- NEWB.
- Regular formal Pastoral Care Meetings.
- Self-esteem building and social skills development.