

Gaelscoil an Inbhir Mhóir

Bóthar Emoclew,
An t-Inbhear Mór,
Co. Chill Mhantáin.



POLASÁÍ THEAGMHAIS CHRITICIÚLA

Leagan:	1.2
Dáta daingnithe:	3 Feabhra 2026
Dáta Athbhreithnithe:	Márta 2028

Réamhrá

1.1 Tá sé mar aidhm ag Gaelscoil an Inbhir Mhóir timpeallacht slán sábháilte oiliúnach a chruthú ina ndéantar cúram de shláinte fisiciúil agus intinne na ndaltaí agus na foirne. Tá an Bord Bainistíochta, i gcomhar leis an bPríomhoide agus foireann bainistíochta na scoile, tar éis an polasaí seo a fhorbairt le freagairt do theagmhais chriticiúla a thagann aníos i rith saol na scoile.

1.2 Tá an polasaí seo forbartha faoi threoirlínte náisiúnta na cáipéise ‘Freagairt do Theagmhais Chriticiúla’ (2016) de chuid an tSeirbhís Náisiúnta Síceolaíochta Oideachais (SNSO).

Réasúnaíocht

2.1 Is í an phleanáil an rud is tábhachtaí chun teagmhas chriticiúla a bhainistiú. Tuairiscíonn síceolaithe de chuid an SNSO gur fearr a bhíonn scoileanna in ann deileáil le hiarmhairt an teagmhais nuair nuair atá Plean Bainistíochta Teagmhais Chriticiúil (PBTC) forbartha acu. Nuair atá plean i bhfeidhm cuirtear ar chumas na mball foirne freagairt go tapa agus go héifeachtach don chás agus a chinntiú nach n-imíonn sé ó smacht. Cinntíonn sé freisin go dtéann rudaí ar ais mar is gnách chomh luath agus is féidir agus go gcuirtear teorainn leis an tionchar a imríonn an teagmhas ar dhaltaí agus ar bhaill foirne.

2.2 Tá an polasaí seo ann chun obair na Foirne Bainistíochta Teagmhas Criticiúil (FBTC) a threorú agus chun feidhmiú mar an Phlean Bainistíochta Teagmhais Chriticiúil i gcás gur gá leis.

2.3 Is é aidhm an PBTC seo ná cabhrú le lucht bainistíochta agus foireann na scoile freagairt go tapa agus go héifeachtach do theagmhas, cabhrú linn smacht a choinneáil ar chúrsaí agus a chinntiú go dtairgtear tacaíocht chuí do dhaltaí agus don fhoireann. Cinnteofar go mbeidh teorainn leis na hiarmhairtí a bheidh ag teagmhas ar dhaltaí agus ar bhaill foirne. Cuirfidh sé ar ár gcumas filleadh ar an ngnáthamh chomh luath agus is féidir.

Sainmhíniú ar Theagmhas Criticiúil.

3.1 De réir sainmhíniú an SNSO ‘séard is teagmhas criticiúil ann ná “aon teagmhas nó sraith teagmhais a chuireann gnáth mheicníochtaí déileála na scoile as a riocht.” D’fhéadfadh sé go mbainfeadh teagmhais chriticiúla le dalta nó ball foirne amháin, le níos mó ná dalta nó ball foirne amháin, nó le baill den phobal áitiúil.

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3.2 I measc na gcineálacha teagmhais chriticiúla a d'fhéadfadh tarlú sa scoil tá:

- Bás tobann dalta, tuismitheora nó ball foirne de thoradh tinnis, timpiste, foréigin nó féinmharú nó bás eile gan choinne.
- Briseadh isteach sa scoil.
- Timpiste a raibh baint ag baill de phobal na scoile léi.
- Mórthimpiste/mórthubaiste sa phobal
- Damáiste tromchúiseach déanta d'fhoirgneamh na scoile, mar thoradh ar thine, tuile, loitiméireacht, srl.
- Ionsaí fisiciúil ar dhalta(i) nó ar bha(i)ll foirne
- Duine de phobal na scoile a dhul ar iarraidh
- Fuadach/imeacht ball de phobal na scoile gan tásc ná tuairisc.

Cosc

4.1 Tá córais, polasaithe, pleananna agus nósanna imeachta i bhfeidhm i nGaelscoil an Inbhir Mhóir chun sláinte agus folláine pobal uile na scoile a chosaint chomh fada agus is féidir, agus chun ár gcumas teacht aniar agus lámh in uachtar a fháil ar réimse tarluithe saoil a ullmhú agus a fhorbairt.

4.2 Tá na forálacha seo i bhfeidhm ionas go mbeadh timpeallacht shlán fhisiciúil sa scoil againn agus timpeallacht shlán ó thaobh síceolaíochta de freisin. Tá teacht ar na pleananna agus polasaithe seo ó oifig na scoile nó ar shuíomh idirlíne na scoile agus ina measc tá:

- An Polasaí Cosaint Leanaí.
- An Polasaí Sláinte & Sábháilteachta
- Bí Cineálta
- An Ráiteas um Chumhdach Leanaí
- An Measúnú Riosca um Chumhdach Leanaí.
- An Plean Scoile OSPS
- An Polasaí seo.

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4.3 Leagann an polasaí seo amach an Plean Bainistíochta Teagmhais Chriticiúil agus an ról atá ag an Fhoireann Bainistíochta Teagmhais Chriticiúil freagairt i gcás teagmhais chriticiúil a d'fhéadfadh cur isteach ar saol na scoile nó sláinte nó folláine pobal na scoile.

Foireann Bainistíochta Teagmhais Chriticiúil (FBTC)

5.1 Is iomaí tasc a chaithfear a dhéanamh nuair a tharlaíonn géarchéim agus is é baill an FBTC a thabharfaidh faoi na tascanna seo a chur i gcrích. Ar mhaithe le go mbeadh sé soiléir ar cé na daoine a leagfar na ról sin de chúraim orthu, céard a bheidh i gceist leo, cén uair a dhéanfar iad, agus cén chaoi a ndéanfar iad agus le cinntiú freisin nach nach gcuirtear an iomarca brú ar aon duine aonair agus nach ndéantar dearmad ar ghnéithe tábhachtacha den fhreagairt, tá na ról sonraithe thíos.

5.2 Tá sé mar aidhm an FBTC seo go mbeadh gach ról soiléir agus go mbeadh tuiscint ag baill an FBTC ar na rólanna ar fad, ar eagla go mbeadh ar ball feidhmiú in áit ball eile i gcás éigeandála.

5.3 Tá na baill foirne seo a leanas mar bhaill an FBTC:

Cian Ó Cuanacháin, Fianait Uí Ghliasáin, Doireann de Bhailfe, Aoife Nig Uidhir, Máire Ní Icí, Aoife Nic Óda.

5.4 Ceann Foirne: feidhmeoidh Príomhoide na Scoile mar cheann foirne an FBTC. Tá dualgas ar an gceann foirne an FBTC a stiúradh agus obair na FBTC a bhainistiú agus cruinnithe athbhreithnithe na FBTC a eagrú gach bhliain le cinntiú go bhfuil an plean, an fhoireann agus an scoil chomh hullamh agus is féidir a bheith.

5.5 Riarthóir: feidhmeoidh Rúnaí na Scoile mar riarthóir an FBTC. Tá dualgas ar an riarthóir príomhthascanna riartha an FBTC a dhéanamh agus na sonraí teagmhála, teimpléid srl a choimeád ionas go mbeidh siad ar fáil do bhaill an FBTC i gcás teagmhais chriticiúil. I measc na nithe ar gá bheith réamhullmhaithe tá:

- Sonraí teagmhála an FBTC.
- Sonraí Teagmhála na Foirne
- Sonraí Teagmhála na dTuistí
- Sonraí Teagmhála na Seirbhísí Éigeandála
- Teimpléid réamhullmhaithe an FBTC (féach Aguisín A)
 - beidh na hábhair seo ar fad ar fáil ar an dtiomántán Google scoile.

Caithfidh an riarthóir freisin, taifead a choimeád ar chuile teagmháil idir glaonna gutháin, r-phoist, litreacha nó eile, cé acu ag lorg eolais nó ag tairiscint cabhrach atá i gceist. Cuirfidh an riarthóir an t-eolas agus ábhair réamhullmhaithe seo ar fáil i bhfillteáin a choimeádfar in oifig na scoile, chomh maith le cipín cuimhne ar a bhfuil gach rud sábháilte ionas go mbeidh teacht éasca air don FBTC i gcás éigeandála.

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5.6 Teagmhálaí Foirne: feidhmeoidh Príomhoide Tánaisteach na Scoile mar theagmhálaí foirne an FBTC. Tá dualgas ar an teagmhálaí foirne an fhoireann a choimeád ar an eolas faoi fhíricí chruinne an teagmhais agus ar fhreagairt na scoile air. Tabharfaidh an teagmhálaí foirne comhairle don bhfoireann faoi conas daltaí leochaileacha a aithint agus cuirfidh siad in iúl don fhoireann go bhfuil cabhair le fáil ón tSeirbhís Chúnaimh d'Fhostaithe.

5.6.2 Déanfaidh an teagmhálaí foirne cinnte de go coimeádfar sonraí teagmhála éigeandála na foirne ar thaifead ar Aladdin, chomh maith le heolas ábhartha leighis. Tá sé seo le cinntiú go mbeadh teacht againn ar chlann ball foirne dá dtarlódh tubaiste agus iad ag obair ar scoil.

5.7 Teagmhálaí Daltaí: feidhmeoidh Príomhoide Cúnta I na Scoile mar theagmhálaí daltaí an FBTC. Tá dualgas ar an teagmhálaí daltaí ábhair in oiriúint dá n-aoiseanna a chur ar fáil do na daltaí agus a múinteoirí chun fíricí cruinne faoin dteagmhas a roinnt (in oiriúint d'aois na ndaltaí) chun deireadh a chur le ráflaí. Tacóidh siad freisin leis na múinteoirí deis a thabhairt do na daltaí a mothúcháin a phlé agus a chíoradh agus a bhfreagairtí éagsúla a normalú.

5.8 Teagmhálaí Tuistí: feidhmeoidh Príomhoide na Scoile mar theagmhálaí tuistí an FBTC. Tá dualgas ar an teagmhálaí tuistí fíricí cruinne an teagmhais a roinnt le tuistí na scoile chun deireadh a chur le ráflaí. Ba chóir na teimpléid luaithe in Aguisín A a úsáid chuige seo. D'fhéadfadh go mbeadh gá le cruinniú a eagrú d'fhonn eolas a roinnt le tuistí aonarach a nó i ngrúpaí. Ba chóir taifead a choimeád ar chuile teagmháil idir glaonna gutháin, r-phoist, litreacha nó eile, a dhéantar le tuistí.

5.9 Teagmhálaí Pobail: feidhmeoidh Príomhoide na Scoile mar theagmhálaí pobail an FBTC. Tá dualgas ar an teagmhálaí pobail fíricí cruinne an teagmhais a roinnt leis an bpobail i gcoitinne más oiriúnach é sin a dhéanamh. Ag braith ar an dteagmhas, d'fhéadfadh suim a bheith ag na meáin sa scéal agus tá sé tábhachtach go roinnfí ráitis chomhaontaithe na scoile leo (féach 9.1 thíos) a fhreagraíonn na saincheisteanna a d'fhéadfaí bheith ardaithe. Tá sé rithábachtach freisin áfach, go mbeadh príobháideacht pobail uile na scoile cosanta. Níor chóir go mbeadh éinne eile ón scoil i dteagmháil leis na meáin ach amháin an teagmhálaí pobail.

5.10 Teagmhálaí Clainne: feidhmeoidh Príomhoide Tánaisteach na Scoile mar theagmhálaí clainne an FBTC. Tá dualgas ar an teagmhálaí clainne gach idirghabháil atá le déanamh idir an scoil agus an clann (nó na clanna) atá thíos leis an dteagmhas, sa chás is gur le clann (nó clanna) ar leith a bhaineann sé. D'fhéadfadh gur idirghabhálacha fadtéarmacha a bheadh i gceist anseo, ag braith ar an dteagmhas, a thosnódh le tacú leis an gclann dul i ngleic le hiarmhairtí an teagmhais agus a leanadh ar aghaidh sna míonna agus sna blianta fiú ina dhiaidh sin.

Plean Gníomhachta Gearrthéarmach

6.1 Is iomaí tasc a chaithfear a dhéanamh nuair a tharlaíonn géarchéim agus is é baill an FBTC a thabharfaidh faoi na tascanna seo a chur i gcrích. Ar mhaithe le go mbeadh sé soiléir ar cé na baill a thabharfaidh faoi na tascanna tionólfar cruinniú an FBTC a luaithe agus is féidir ar maidin.

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Tionólfar an cruinniú seo fiú má tharlaíonn an teagmhas lasmuigh de théarmaí na scoilbhliana agus mura féidir le baill an FBTC a bheith i láthair sa scoil, eagrófar an cruinniú ar Zoom nó a leithéid.

6.2 An sprioc is tábhachtaí don chruinniú seo ná fíricí an teagmhais a fhiosrú agus a chinntiú chomh fada agus is féidir - céard a tharla, cén uair, cén chaoi, cén áit, agus cé atá thíos leis? D'fhéadfaí dul i dteagmháil leis na seirbhísí éigeandála, na seirbhísí sláinte, nó gníomhaireachtaí cuí eile chun na fíricí a chinntiú.

6.3 Caithfidh an cruinniú FBTC plean an lae a aontú agus a shocrú agus na dualgais ar fad ar chóir a roinnt ar na baill a aontú agus a thaifid. I measc na rudaí tábhachtacha ar gá iad a phlé sa chruinniú FBTC ná:

- Ar chóir tacaíocht an SNSO a lorg?
- Cé gur moltar cloí le gnáthamh na scoile, ar chóir an scoil a dhúnadh?
- Cathain ar chóir cruinniú foirne a eagrú?
- Conas agus cad ar chóir roinnt le na daltaí sna ranganna?
- Daltaí nó baill foirne leochaileacha a aithint agus plé a dhéanamh ar conas tacú leo.
- Cén teagmháil ar chóir a dhéanamh leosan atá ag fulaingt?
- Ráitis aontaithe bunaithe ar na teimpléid sna hagnosis a aontú.
- Plean an lae a shocrú agus cruinniú deireadh an lae a eagrú.
- An bhfuil gá le dualgais bhaill an FBTC a athroinnt ar fáth ar bith?

6.4 Caithfear cruinniú FBTC deireadh an lae a eagrú ina gcaithfear súil siar athbhreithnithe ar an lá agus ag a n-aontófar na gníomhaíochtaí don lá dár gcionn agus don chuid eile don tréimhse freagartha gearrthéarmach.

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Plean Gníomhachta Meántéarmach

7.1 Moltar don FBTC cruinniú a bheith acu gach lá go dtí go mbeidh an scoil ar ais ar a seanléim. I measc na rudaí tábhachtacha ar gá iad a phlé sna cruinnithe FBTC seo ná:

- Athbhreithniú ar eachtraí an chéad lá / na laethanta roimhe.
- Cinneadh a dhéanamh faoi dhúnadh na scoile.
- Freagairt na scoile don lá / seachtain roimpi a aontú.
- Tascanna & róil don lá / seachtain a roinnt ar bhaill an FBTC
- An bhfuil gá le cuairteanna ospidéal a eagrú?
- An bhfuil socraithe sochraide le plé?
- Teagmháil a dhéanamh le baill foirne nó daltaí leochaileacha.

7.2 Nuair atá na ceisteanna thuas pléite d'fhéadfaí gá a bheith ann cruinniú foirne a eagrú chun eolas a roinnt leis an bhfoireann. Níl aon ghá do chruinniú foirne laethúil, ach nuair atá socraithe cinnte don tseachtain aontaithe, b'fhiú iad a roinnt leis an bhfoireann agus le pobal na scoile i gcoitinne.

7.3 Tar éis lá nó dhó agus pobal na scoile i ndiaidh tosnú dul i dtaithe ar an eachtra atá tarlaithe d'fhéadfaí ceisteanna teacht ón bhfoireann, ó na daltaí, ó thuistí nó ón bpobal i gcoitinne nár smaoiníodh orthu ag tús an teagmhais agus ba chóir don FBTC na ceisteanna seo a mheas agus a phlé ag a gcruinnithe laethúla agus freagraí tomhaiste a ullmhú ionas gur féidir le baill an FBTC iad a roinnt mar is cuí.

7.4 Is féidir go mbeadh gá sna seachtaine i ndiaidh teagmhais ullmhúchán a dhéanamh le haghaidh filleadh chun scoile don dhalta/í a fhágadh faoi bhrón. Mar chuid den ullmhú seo ba chóir dul i dteagmháil le clann an dalta chun a bhfuil uathu a fháil amach agus ba chóir freisin rang an dalta a ullmhú roimh ré.

7.5 I gcás sochraide, eagrófar Garda Onóra i measc daltaí na scoile. Dar ndóigh, dá mbeadh a leithéid le déanamh dhéanfadh an teagmhálaí clainne cinnte do go mbeadh an clann féin ar an eolas faoi agus toilteanach Garda Onóra a bheith déanta ag an scoil.

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Plean Gníomhachta Fadtéarmach

8.1 Sna seachtainí, sna míonna agus sna blianta tar éis teagmhas criticiúil d'fhéadfadh gá a bheith ann gníomhartha leantacha a phleanáil chun cabhrú le pobal na scoile déileáil le tionchar an teagmhais san fhadtéarma agus monatóireacht a dhéanamh ar na daoine aonair siúd a bhfuil deacrachtaí acu a leanann ar aghaidh. D'fhéadfadh sé go gcinneadh an scoil athbhreithniú a dhéanamh ar an mbeartas um theagmhais chriticiúla agus searmanais chuimhneacháin a phleanáil chomh maith.

8.2 Comhairlíonn an SNOS gur mheastar go bhféadfadh sé 6 seachtaine nó mar sin a thógáil go dtí go mbeadh an chuid is mó de na daltaí ar ais ar a seanléim agus ag feidhmiú mar is gnách. Má bhíonn daltaí fós faoi bhuairt shuntasach roinnt seachtainí tar éis an teagmhais, d'fhéadfadh sé gur ghá iad a chur ar aghaidh.

8.3 Más rud é go bhfuil baill foirne nó daltaí cailte de bharr teagmhais, ba chóir deis a thabhairt dá gclann cuairt a thabhairt ar an scoil chun a m(h)aoin phearsanta a bhailiú.

8.4 Más rud é go bhfuil baill foirne nó daltaí cailte de bharr teagmhais, ba chóir plé a dhéanamh ar a ndéanfaidh an scoil i gcuimhne orthu ar shlí gur féidir a chur i bhfeidhm i gcás gach bás sa todhchaí. Ba chóir freisin teagmháil a dhéanamh leis an teaghlach maidir le haon searmanas comórtha a mholfaí.

8.5 Ba chóir cothrom an lae an teagmhais a bhreacadh ar fhéilire na scoile mar go bhféadfadh sé go gcuirfeadh na laethanta sin tocht ar dhaltaí nó ar bhaill foirne agus d'fhéadfadh sé go mbeadh tacaíocht bhreise uathu ag an am sin. Ba chóir cúram ar leith a dhéanamh ar laethanta tábhachtacha ar nós laethanta breithe, Lá na Nollag, Lá na Máithreacha agus Lá na nAithreacha agus breis tacaíochta a bheith curtha ar fáil más gá ar na laethanta sin.

8.6 Ba chóir freagairt na scoile don teagmhais a mheas agus an PBTC seo a leasú mar is cuí i ndiaidh plé a dhéanamh leis an FBTC faoi na gnéithe ar éirigh go maith leo chomh maith leis na gnéithe ar féidir iad a fheabhsú.

Déileáil leis na Meáin

9.1 Tarraingítear iúl na meán i gcás tarluithe áirithe. Is féidir leis na meáin cur le castacht an cháis agus dá bhrí sin tá sé an-tábhachtach nós imeachta a aontú chun déileáil leis na meáin go luath san idirghabháil. Níor chóir áfach d'agallaimh ná d'ábhair le haghaidh na meán aird na scoile a bhaint de obair an FBTC nó freagairt na scoile don teagmhas. Tá sé tábhachtach a choinneáil i gcuimhne mar sin féin go bhfuil ar chumas na meán deireadh a chur le ráflaí, eolas a thabhairt agus an teachtaireacht a thabhairt do na tuismitheoirí agus do na leanaí go bhfuil an scoil ag déileáil go maith lenar tharla.

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9.2 Ba chóir preasráiteas a ullmhú atá gairid agus dianmhachnamh a bheith déanta air. Caithfear a chinntiú go bhfuil an t-eolas ar fad cruinn ach meas a léiriú do phríobháideacht na ndaoine/an teaghlaigh lena mbaineann. Is féidir an preasráiteas a léamh amach, nó é a thabhairt do na meáin, tríd an ríomhphost nó ar an teileafón.

9.3 Níor chóir d'aon duine ón scoil labhairt leis na meáin ach amháin an t-urlabhraí aontaithe ag an FBTC. Ba chóir comhairle a thabhairt do thuistí gan dul faoi agallamh leis na meáin iad féin, agus gan ligean dá leanaí dul faoi agallamh ach oiread.

9.4 Níor chóir aon eolas pearsanta nó pictiúir a roinnt leis na meáin.

Síithe: *Aodhán É Coindéa Dhuinn*
Cathaoirleach an Bhoird Bhainistíochta.

Síithe: *Col Ó Warracháin*
Príomhoide/Rúnaí an Bhoird Bhainistíochta.

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Aguisín A - Teimpléid Litreacha

A.1 Beidh teimpléid na litreacha seo a leanas ar fáil don FBTC nach mbeidh gá ach sonraí an teagmhais a chur leo roimh iad a sheoladh. Ba chóir dar ndóigh cúram a dhéanamh na sonraí a chur leis an leagan Gaeilge agus an leagan Béarla, agus an dá leagan a eisiú le chéile mar litir amháin. Coimeádfar na teimpléid ar an gcipín cuimhne

A.2 Litir shamplach go tuistí/caomhnóirí i gcás bás tobann/timpiste dalta.

A.3 Litir shamplach go tuistí/caomhnóirí i gcás bás foréigneach dalta.

A.4 Litir shamplach go tuistí/caomhnóirí i gcás bás tobann/timpiste ball foirne.

A.5 Litir shamplach go tuistí/caomhnóirí i gcás bás foréigneach ball foirne.

A.6 Litir shamplach go tuistí/caomhnóirí i gcás bás tobann/timpiste tuiste/caomhnóir.

A.7 Litir shamplach go tuistí/caomhnóirí i gcás bás foréigneach tuiste/caomhnóir.

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CRITICAL INCIDENT POLICY

Version:	1.2
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Introduction

1.1 Gaelscoil an Inbhir Mhóir aims to create a safe and secure learning environment in which care is taken of the physical and mental health of pupils and staff. The Board of Management, in conjunction with the Príomhoide and the school management team have developed this policy to respond to critical incidents which arise during school time.

1.2 This policy has been developed with reference to the national guidelines outlined in the document 'Responding to Critical Incidents' (2016) published by the National Educational Psychology Service (NEPS).

Rationale

2.1 Planning is of utmost importance in the management of critical incidents. NEPS psychologists report that schools are better able to deal with the consequences of an incident when a Critical Incident Management Plan (CIMP) has been developed. When a plan is being implemented, staff members are empowered to respond quickly and effectively to the situation and to ensure that it does not get out of control. It ensures also that things return to normal as soon as possible and the the impact of the incident on pupils and staff is thereby limited..

2.2 This policy is has been developed to direct the work of the Critical Incident Management Team (CIMT) and to function as the Critical Incident Management Plan in the event that it is required.

2.3 The purpose of this CIMP is to assist the management and staff of the school to respond quickly and effectively to an incident, assist in keeping events under control and to ensure that appropriate support is provided to pupils and staff. It will be ensured that the impact of an incident on the pupils and staff will be minimised. It will ensure that we are able to return to our normal operation as soon as is possible.

Definition of a Critical Incident.

3.1 According to NEPS a critical incident is defined as "any incident of sequence of events which overwhelms the normal coping mechanisms of the school." A critical incident could involve a pupil or a member of staff, more than one pupil or staff member, or a member of the local community.

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3.2 Among the critical incidents that could occur in a school community are :

The sudden death of a pupil, parent or staff member as a result of illness, accident, violence or suicide or any other sudden death.

- A break-in in the school.
- An accident involving a member of the school community.
- A large accident or disaster in the community.
- Serious damage done to the school building as a result of fire, flooding, vandalism etc.
- A physical assault on pupil(s) or staff member(s).
- A member of the school community going missing.
- Abduction or disappearance of a member of the school community without trace.

Prevention

4.1 Systems, policies plans and procedures are in place in Gaelscoil an Inbhir Mhóir to protect the health and wellbeing of the whole school community in so far as is possible, and to prepare and develop our resilience in both staff and students, thus preparing them to cope with a range of life events.

4.2 The following provisions are in place to ensure a safe and secure physical environment in the school and a safe psychological environment also. These plans and policies are available from oifig na scoile and are also available on the schools website and include:

- The Child Protection Policy
- The Health and Safety Policy
- The Bí Cineálta Policy
- The Child Welfare Statement
- The Child Welfare Risk Assessment
- The SPHE School Plan
- This policy

4.3 This policy outlines the Critical Incident Management Plan and the role of the Critical Incident Management Team in the event of a critical incident that could disrupt school life or the health and wellbeing of the school community.

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Critical Incident Management Team (CIMT)

5.1 There are many tasks to be done when a crisis occurs and it is the members of the CIMT who will be responsible for completing these tasks. In the interests of clarity of roles and who are the staff members to whom these duties will be entrusted; what exactly the roles entail; when they need to be implemented; how they are to be implemented; that excessive pressure is not placed on any individual; and to ensure that important elements of the response are not overlooked, the roles are defined below.

5.2 It is the aim of this CIMT that every role be clear and that all members of the CIMT understand all of the roles, in case a member should have to function in place of a colleague in the event of an emergency.

5.3 The following staff members are members of the CIMT:

Cian Ó Cuanacháin, Fianait Uí Ghliasáin, Doireann de Bhailfe, Aoife Nig Uidhir, Máire Ní Icí, Aoife Nic Óda.

5.4 Team Leader: Príomhoide na Scoile will act as the CIMT team leader. The team leader is tasked with directing the CIMT and to manage the work of the CIMT and to arrange annual review meeting of the CIMT to ensure that the plan, the team and the school are as prepared as possible.

5.5 Administrator: Rúnaí na Scoile will act as the administrator of the CIMT. The administrator is tasked with completing the main administrative tasks of the CIMT and to maintain contact details, templates etc such that they are available to members of the CIMT in the event of a critical incident. Information that needs to be prepared in advance includes:

- Contact details for the CIMT
- Contact details of staff members
- Contact details of parents
- Contact details for the Emergency Services
- Pre-prepared templates (see Appendix A)
 - these materials will all be available on the school's Google drive.

The administrator must also keep a record of every contact, whether by telephone, e-mail, letter or otherwise, either seeking information or offering to assist. The administrator will collect all of this information and pre-prepared material in a folder kept in oifig na scoile, along with a memory stick on which everything will be saved, so that it will be readily accessible to the CIMT in the event of an emergency.

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5.6 Staff Liaison: the school's Deputy Principal will act as the CIMT staff liaison. The staff liaison is responsible for accurately informing the school staff of the facts of the incident and the school's response to it. The staff liaison will advise staff members on how to recognise vulnerable pupils and will inform them that assistance is available from the Employee Assistance Service.

5.6.2 The staff liaison will ensure that a record is kept of emergency contact details for staff members as well as any relevant medical information. This is to ensure we can contact family members in the event of an incident occurring while a staff member is at work.

5.7 Pupil Liaison: the school's Assistant Principal I will act as the CIMT pupil liaison. The pupil liaison is responsible for providing age appropriate materials to the pupils and their teachers to help share accurate facts regarding the incident (in so far as is appropriate with regard to their ages) to stop the spread of rumours. They will also support the teachers to give the pupils the opportunity to express and explore their feelings and to normalise their different responses.

5.8 Parent Liaison: the school's Deputy Principal will act as the CIMT parent liaison. The parent liaison is responsible for providing accurate facts regarding the incident to stop the spread of rumours. The template letters outlined in Appendix A should be used for this purpose. It may be necessary to organise a meeting with parents to share information whether on an individual basis or in groups. A record should be kept to all contact with parents whether by phone, e-mail, letters or otherwise.

5.9 Public Liaison: the school's Principal will act as the CIMT public liaison. The public liaison is responsible for providing accurate facts to the public in general regarding the incident, if it is deemed appropriate to do so. Depending on the nature of the incident, there may be media interest in the situation and it is important the school's agreed statement is issued (see 9.1 below) that addresses central questions that are likely to arise. It is of utmost importance also that the privacy of the school community be protected at all times. No other person from the school should be in contact with the media other than the public liaison.

5.10 Family Liaison: the school's Deputy Principal will act as the CIMT family liaison. The family liaison is responsible for all interactions between the school and the family (or families) involved in the critical incident, in the case where an incident relates to a specific family (or families). Long term interactions might arise, depending on the critical incident, beginning with support for the family to deal with the consequences of an incident and which might continue in the subsequent months or even years.

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Short Term Action Plan

6.1 There are many tasks that will have to be done in the event of a crisis and it is the members of the CIMT who will endeavour to complete these tasks. In the interests of clarity as to which CIMT members will undertake the various tasks a CIMT meeting will be organised as soon as possible in the morning. This meeting will be convened even if the incident occurs outside of term-time and if the CIMT members cannot attend the meeting in school, the meeting will be held on Zoom or on a similar online platform.

6.2 The most important goal of this meeting is to establish and confirm the facts of the incident and to ascertain the following in do far as is possible – what happened, when, how, where and who has been impacted? Contact may be made with the emergency services, the health authorities or other appropriate agencies to establish the facts.

6.3 The CIMT meeting must agree a plan for the day and to agree and document all the tasks that need to be done. Among the important issues that need to be considered during the CIMT meeting are:

- Should the support of NEPS be sought?
- While it is recommended to maintain normal school routines, should the school be closed?
- When should a staff meeting be held?
- What should be shared with the pupils and how?
- Vulnerable pupils and staff to be identified and consider how best to support them.
- What contact should be made with those affected by the critical incident?
- A statement based on the templates in the appendices to be agreed.
- The day's plan to be agreed and a meeting for the end of the day to be arranged.
- Do the duties of the CIMT members need to be reassigned for any reason?

6.4 A CIMT meeting needs to be arranged to review the day and to agree the actions for the following day and the remainder of the short term response period.

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Medium term Action Plan

7.1 It is recommended that the CIMT meet on a daily basis until the school has returned to its normal routines. Among the things that need to be discussed at these CIMT meetings are:

- Review of the first day's / previous day's events.
- Decision on whether to close the school.
- To agree the school's response for the days / weeks ahead.
- Agree and assign tasks and roles to the CIMT members.
- Is there a need to arrange visits to hospital?
- Do funeral arrangements need to be discussed?
- Contact need to be made with vulnerable children or staff members.

7.2 When the above questions have been considered, it may be appropriate to organise a staff meeting to share information with the school's staff. There is no need for a daily staff meeting, but when the weeks arrangements have been agreed, they should be shared with the staff and the whole school community.

7.3 After a few days the school community might start to come to terms with what has happened and questions might come from staff, pupils, parents or the school community in general, that had not been thought of in the immediate aftermath of an incident and the CIMT should consider and discuss these questions at their daily meetings and prepared measured responses to be shared by members of the CIMT as appropriate.

7.4 It may be necessary in the weeks following an incident to prepare for the return to school of grieving pupils. As part of these preparations, the families should be contacted to ascertain their wishes and the class(es) to which a pupil is returning should also be prepared in advance.

7.5 In the case of funeral arrangements, a Guard of Honour will be organised from amongst the pupils of the school. Of course, should this ever need to be considered, the family themselves will be consulted to ensure that they are comfortable with the school providing a Guard of Honour.

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Long term Action Plan

8.1 Follow-up is the work carried out in the weeks, months and years following a critical incident. The goal of follow-up is to help the school community cope with the impact of the event in the longer term and to monitor those individuals with ongoing difficulties. The school may also decide to review the critical incident policy and plan memorials.

8.2 NEPS advise that following a critical incident, it can take up to 6 weeks before most students will have returned to normal functioning. However, if students continue to show significant signs of distress a number of weeks after the incident, they may need to be referred on.

8.3 If a staff member or a pupil have died as a result of a critical incident, an opportunity should be given to their family to visit the school to collect any personal belongings.

8.4 If a staff member or a pupil have died as a result of a critical incident, the school should discuss what the school will do in memory of the deceased in a way that can be implemented for all future deaths. A representative from the school should liaise with the family/ies of the deceased regarding the any proposed memorial ceremony.

8.5 The school's calendar should be marked in advance with the anniversary date. Anniversaries may trigger emotional responses in students or staff and they may need additional support at this time. Particular sensitivity should be exercised around days like birthdays, Christmas, Mother's Day and Father's Day and additional support made available if necessary on those days.

8.6 The school's response to the incident should be evaluated and the Critical Incident Management Plan amended appropriately after consideration by the CIMT of the aspects of the response that went well as well as aspects on which improvements could have been made.

Dealing with the Media

9.1 Some events draw a great deal of media attention. Media interest can add to the complexity of the situation and it is therefore very important to agree a procedure for dealing with the media at an early stage in the intervention. Provision of interviews or material for the media should not however distract the school from the work of the CIMT or from the school's response to the incident. It is important to remember that the media can assist in dispelling rumour, providing information and giving the message to parents and children that the school is coping well with events.

9.2 A brief and carefully considered press statement should be prepared. It is especially important that information reported is accurate but the privacy of the persons/family concerned should be respected.. The press statement may be read out, or given out to the media by email or telephone.

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9.3 Nobody from the school should speak to the media other than the spokesperson agreed by the CIMT. Parents should be advised not to agree to interviews themselves and not to allow their children to be interviewed either.

9.4 No personal information or pictures should be shared with the media.

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Appendix A - Letter Templates

A.1 The following template letters will be available to the CIMT such that it will only be necessary to add in the details of the incident before sending them. Care should of course be taken to add the details to both the English and the Gaeilge versions and to send both versions together as a single letter. These templates will be kept on the enclosed memory stick.

A.2 Sample letter to parents/guardians in the event of a pupil's sudden death / accident.

A.3 Sample letter to parents/guardians in the event of a pupil's violent death.

A.4 Sample letter to parents/guardians in the event of a staff member's sudden death / accident.

A.5 Sample letter to parents/guardians in the event of a staff member's violent death.

A.6 Sample letter to parents/guardians in the event of a parent's/guardian's sudden death / accident.

A.7 Sample letter to parents/guardians in the event of a parent's/guardian's violent death.