

Luttrellstown Community College



Critical Incident Policy

STATEMENT OF CORE VALUES

Luttrellstown Community College will promote a happy and caring school environment where pupils are encouraged and supported to reach their full potential. The emphasis will be placed on quality teaching and /learning, positive behaviour and the pursuit of standards of excellence in all areas of college activities. Our philosophy is based on respect, tolerance and understanding while appreciating the diversity of our changing world.

The following policy applies to all students on campus, LCC for reference throughout this document is applicable to Luttrellstown Community College students and Coláiste na Tulchann students.

Critical Incident Policy Introduction

Luttrellstown Community College aims to protect the wellbeing of its students and staff by providing a safe and nurturing environment at all times. Every educational institution must confront the genuine possibility of having to react swiftly or even immediately to crises of diverse natures. Critical incidents often arise unexpectedly, regardless of the time of day. These guidelines aim to offer guidance to those responsible for handling such situations. It's important to note that these guidelines are more suggestive than definitive, recognizing that each crisis will necessitate a unique approach.

What is a 'critical incident'

The management and staff of Luttrellstown Community College recognise a critical incident to be "an incident or sequence of events that overwhelms the normal coping mechanism of the school" (DES, 2015b). Critical incidents may involve one or more students or staff members, or members of our local community. Types of incidents might include (but are not limited to):

- The death of a member of the school community through accident, violence, suicide or suspected suicide or other unexpected death
- An intrusion into the school
- An accident involving members of the school community
- An accident/tragedy in the wider community
- Serious damage to the school building through fire, flood, vandalism, etc

- The disappearance of a member of the school community

If the crisis is one that affects the whole school community, then the Critical Incident Plan is put into action. This ensures that best practice is followed in offering emotional, spiritual, and psychological support to all those affected by the tragedy at a critical time in the life of the school.

Aim

The aim of the Critical Incident Management Plan (CIMP) is to help school management and staff to react quickly and effectively in the event of an incident, to enable us to maintain a sense of control and to ensure that appropriate support is offered to students and staff. Having a good plan should also help ensure that the effects on the students and staff will be limited. It should enable us to effect a return to normality as soon as possible.

Creation of a coping supportive and caring ethos in the school

We have put systems in place to help to build resilience in both staff and students, thus preparing them to cope with a range of life events. These include measures to address both the physical and psychological safety of the school community.

Pastoral Supports

- Tutor System/ Student Support team
- Fire safety, drills, evacuation procedures.
- Supervision of students outside class times (break and lunch).
- SPHE programme.
- A number of staff trained in Neart
- School policy for Child Protection & Safe Guarding Statement in place and will be reviewed annually.
- Staff and students are familiar with the procedures and the name of the DLP Siobhan Moran and DDLP Daithi O'Murchu
- Anti-Bullying Policy in place and the school engaging in Restorative Practice
- Referral systems for students identified as being at risk - Student support team.
- Liaise with staff informing them of difficulties affecting individual students and are aware and vigilant to their needs.
- The school has developed links with a range of external agencies - TUSLA and

JIGSAW.

- Supports from DDLETB Psychological Support Services.
- Links made with external agencies as appropriate and visitors/speakers to school considered in line with circular 0023/2010

Students who are identified as being at risk are identified by the Pastoral Care team and are referred to the designated staff member (e.g. guidance counsellor), concerns are explored and the appropriate level of assistance and support is provided. Parents are informed, and where appropriate, a referral is made to an appropriate agency.

Critical Incident Management Team

A CIMT has been established in line with best practice. The members of the team are selected on a voluntary basis and will retain their roles for at least one school year. It is school policy to have several key personnel involved to respond effectively to a critical incident and to provide leadership in the implementation of the plan. The team will comprise the Principal, Deputy Principal, Guidance Counsellor and other teachers concerned (i.e. Tutor of the affected group). The support of the DDLETB Psychological Support Services will also be used. The names of the CIMT are outlined below

The members of the core team will meet annually to review and update the policy and plan. These names of each team member are included in Appendix A and their roles are outlined further in Appendix B. The Critical Incident Management Team (CIMT) will be contacted via text should a critical incident occur and will contact other external personnel as needed. See phone numbers listed below.

Role	Assigned To
Team Leader:	Principal
Deputy Team Leaders	Deputy Principals
Garda Liaison	Principal/Deputy Principal
Staff Liaison	Principal/Deputy Principal/Counsellor
Student Liaison	Principal/Deputy Principal/Caomhnóirí/Tutors

Community/Parent Liaison	Deputy Principal/Counsellor
Media Liaison	Principal/Deputy Principal
Administrator	Secretary/Deputy Principal

Record keeping

In the event of an incident each member of the team will keep records of phone calls made and received, letters, emails and texts sent and received, meetings held, persons met, interventions used, material used. The school Secretary will have a key role in receiving and logging telephone calls, sending letters, photocopying materials, etc.

Confidentiality and good name considerations

The management and staff of Luttrellstown Community College 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.

Critical Incident Rooms

In the event of a critical incident, the following rooms are designated for the indicated purposes

Principal's Office
Wellbeing Room
GP Area
Nurture Room

Consultation and communication regarding the plan

All staff were consulted, and their views canvassed in the preparation of this policy and plan. Students and parent/guardian representatives were also consulted and asked for

their comments. Our school's final policy and plan in relation to responding to critical incidents has been presented to all staff. Each member of the critical incident team has a personal copy of the plan. All new and temporary staff will be informed of the details of the plan by Principal Siobhan Moran. The plan will be updated at the start of each academic year.

Day 1: Short Term Actions (Leadership, CIMT)

Task	Team Member	Completed
Gather accurate information	Principal/ Deputy Principal	
Gather accurate information from family or Gardai (Who, what, when, where?)	Principal	
Express sympathy to family, assure them of school's support	Principal	
Convene a CIMT meeting - specify time and place clearly	Principal	
Notify BOM or Director of Schools for DDLETB	Principal	
Contact external agencies	Principal	
Set up CIMT room in school, distribute key tasks, prepare guidelines and procedures for teachers	Principal/CIMT/Caretaker	
Send text for staff to report to a designated	Deputy Principal	

room. Plan and hold a brief staff meeting		
Agree schedule for the day	Principal/Deputy Principal	
Ensure that Guidance Counsellor/Caomhnóirí/Tutors are freed from all other commitments for the day	Deputy Principal	
Inform students - (close friends and students with learning difficulties may need to be told separately)	Deputy Principal/Caomhnóir/Tutor/SENCO	
Ensure a quiet place is available for staff/students	Deputy Principal	
Compile a list of vulnerable students	Caomhnóirí/Tutors	
Outline services available to affected students during the first hours	Principal/Deputy Principal/Guidance Counsellor/Caomhnóirí	
Arrange a process for dealing with telephone enquiries from family members to answer queries	CIMT/Secretary	

Prepare and agree on a media statement in response to enquiries (discourage staff and students from dealing with the media).	CIMT/ Principal	
Inform Parents	Principal/Deputy Principal	
Plan and hold end of day staff briefing	Principal/CIMT	

Medium Term Actions - (Day 2 and following days)

Task	Team Member	Completed
Convene a CIMT meeting to review the events of day 1	Principal/Deputy Principal	
Meet external agencies	Principal/Deputy Principal	
Compile a list of vulnerable students. Students not coping referred to guidance counsellor should the need arise	Caomhnóirí/Tutors	
Meet whole staff	Principal/Deputy Principal	

Arrange support for students, staff, and parents Liaise with the bereaved family regarding the funeral arrangements. Who should attend, agree if the school should remain open on the day of the funeral Plan for the reintegration of students and staff e.g. sibling, close friends, relatives etc. Planning for the reintegration of students should take place as soon as possible following the critical incident	CIMT/SENCO/Guidance Counsellor Principal/Deputy Principal CIMT	
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Follow up - Beyond 72 hours

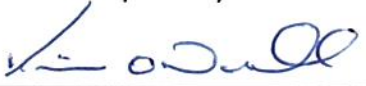
Task	Team Member	Completed
Monitor students for signs of continuing distress Liaise with agencies regarding referrals Plan for return of bereaved students	Caomhnóiri/Tutors/Class Teachers Principal/Deputy Principal Principal/Deputy Principal/Caomhnóiri/Guidance Counsellor	

Decide on memorials and anniversaries	Principal/BOM	
Review response to incident and amend plan	Principal/All Staff/BOM	

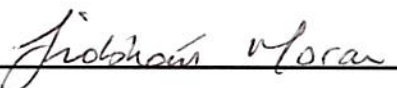
Monitoring and Review

Luttrellstown Community College will monitor, review and evaluate this policy and all related work and procedures on an ongoing basis to ensure legal compliance and the maintenance of best practices.

This policy was adopted by the Board of Management on:

Signed: 
Chairperson of Board of Management

Date: 15 / 6 / 2026

Signed: 
Principal

Date: 15 / 06 / 2026

Date of next review: July / 2027

Appendices

Appendix A

CIMT members

Name	Position

Appendix B

The roles assigned to each position

Position	Roles

Appendix C

Emergency contact list

Name	Contact details

Appendix D

Additional Resources:

[Responding to Critical Incidents - Resource Material for Schools](#)

[Responding to Critical Incidents - Guidelines for Schools](#)