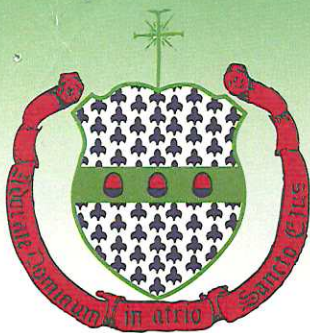




SCOIL CHRÍOST RÍ

PRESENTATION
SECONDARY SCHOOL

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Catholic Education
An Irish Schools Trust

Charity Number: 20147372

CRITICAL INCIDENT MANAGEMENT PLAN

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1. Introduction

Scoil Chríost Rí Mission Statement

Scoil Chríost Rí is an inclusive Catholic girls' secondary school founded in the tradition of the Presentation Sisters. We aim to create a kind, caring, respectful community where everyone is encouraged to do their best. Scoil Chríost Rí offers a broad academic curriculum, a nurturing support system and a wide range of extra-curricular activities empowering all learners to adapt to the evolving nature of society.

In line with our Mission Statement, Scoil Chríost Rí aims to protect the wellbeing of its students and staff by providing a safe and nurturing environment at all times. The Board of Management, through Ms. Seán Smyth (principal) has drawn up a critical incident management plan (CIMP) as one element of the school's policies and plans.

2. Definition

The staff and management of Scoil Chríost Rí recognise a critical incident to be an incident or sequence of events that overwhelms the normal coping mechanism of the school. Critical incidents may involve one or more students or staff members, or members of our local community. Such incidents might include:

- The death of a member of the school community

Principal:
Mr. Seán Smyth

Deputy Principals:
Ms. June O'Brien
Mr. Bill Coolahan
Ms. Anne Dollard

- 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

3. Aim

The aim of the 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 minimised. It should enable us to affect a return to normality as soon as possible.

3.1 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.

3.1.1 Physical safety

We have a Health and Safety policy.

An evacuation plan has been formulated and regular fire drills occur.

Fire exits and extinguishers are regularly checked.

There is a system of pre-opening supervision in the school yard and building

Supervision occurs during break, lunch times and at the end of the school day

A school attendance strategy is implemented together with the Child Protection, Code of Behaviour and Anti-Bullying Policies.

3.1.2 Psychological safety

The management and staff of Scoil Chríost Rí use available programmes and resources to address the personal and social development of students, to enhance a sense of safety and security in the school and to provide opportunities for reflection and discussion.

- Social, Personal and Health Education (SPHE) and Wellbeing are integrated into the work of the school. Issues such as grief and loss; communication skills; stress and anger management; resilience; conflict management; problem solving; help-seeking; bullying; decision making and prevention of alcohol and drug misuse are addressed. Promotion of mental health is an integral part of this provision. R.S.E. is taught to all senior students
- Relevant staff are trained for their role in SPHE and RSE
- Staff are familiar with Child Safeguarding Guidelines and Procedures and details of how

to proceed with disclosures. Teachers are trained in Child Protection and have an understanding of their role as mandated persons

- Resources for students are available through the Guidance and Counselling Departments
- Staff are informed in the area of suicide awareness and some are trained in interventions for suicidal students.
- The school has developed links with a range of external agencies
- Inputs to students by external providers are carefully considered in the light of criteria about student safety, the appropriateness of the content, and the expertise of the providers.
- The school has a clear anti bullying policy and deals with bullying in accordance with this policy
- There is a strong pastoral care system in place in the school and the Pastoral Care Team meets on a weekly basis
- Students who are identified as being at risk are referred to the designated liaison person (e.g. Principal/Deputy Principal), 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 in line the School's Child Safeguarding Policy. The Board of Management has an oversight of Child Protection at each Board meeting
- Staff members are informed about how to access support for themselves.

4. Critical Incident Management Team (CIMT)

A CIMT has been established in line with best practice. The members of the team are those in the Management Team - Principal/Deputy Principal/Assistant Principal's and those with significant responsibility in pastoral care.

The following key roles have been identified:

Team leader:	Seán Smyth
Garda liaison:	Seán Smyth & Anne Dollard
Staff liaison:	Seán Smyth, Deirdre Bailey & Anne Dollard
Parent liaison:	Gerard Murphy, Deirdre Bailey, Anne Dollard
Media liaison:	Anne Dollard, Seán Smyth & Ellen Dunne

Student Liaison

1 st Year	Tom Moss	API	
2 nd Year	Ann Byrne	API	Clare Hooban APII
3 rd Year	Edel Griffin	API	Dympna Nolan APII
Transition Year	John O'Reilly	API	Ann Troy APII
5 th Year	Jane Doyle	API	
6 th Year	Lorraine Conroy	API (Acting)	

Deirdre Bailey (Acting Deputy Principal)

Anne Dollard (Deputy Principal)

Gerard Murphy (Acting Deputy Principal)

Community liaison:

Emma Scully (Guidance Counsellor)
Karen McLoughlin (Guidance Counsellor)
Debbie O'Dwyer (Guidance Counsellor)
Deirdre Bennett (AP1)
Ann Byrne (AP1)
Edel Griffin (AP1)
Tom Moss (AP1)
Rev. Father David Vard (Chaplain – Parish)

Administrator:

Mary Martin, Olive Mulhall, Zita Brennan and Anna Fitzpatrick
(office staff)

4.1 Team leader

- Alerts the team members to the crisis and convenes a meeting
- Coordinates the tasks of the team
- Liaises with the Board of Management, CEIST, DES, NEPS, HSE, TUSLA, Sodexo etc.
- Liaises with the bereaved family

4.2 Garda liaison

- Liaises with the Gardai
- Ensures that information about deaths or other developments is checked out for

accuracy before being shared

4.3 Staff liaison

- Leads briefing meetings for staff on the facts as known
- Gives staff members an opportunity to express their feelings and ask questions, outlines the routine for the day
- Advises staff on the procedures for identification of vulnerable students
- Keeps staff updated as the day progresses
- Is alert to vulnerable staff members and makes contact with them individually

4.4 Parent liaison

- Visits the family (where appropriate) with the team leader or another nominated member of the Leadership team
- Arranges parent meetings, if necessary
- May facilitate such meetings, and manage 'questions and answers'
- Manages the 'consent' issues in accordance with agreed school policy
- Maintains a record of parents seen
- Meets with individual parents
- Provides appropriate support and resources for parents

4.5 Media liaison

- In advance of an incident, will consider issues that may arise and how they might be responded to
- Will draw up a press statement, give media briefings and interviews (as agreed by school management)

4.6 Student liaison

- Co-ordinates information from tutors and teachers about students they are concerned about
- Alerts other staff to vulnerable students
- Provides resources for students
- Keeps records of students seen by external agency staff

4.7 Community/agency liaison

- Maintains up to date lists of contact numbers of external contacts and resources
- Liaises with agencies in the community for support and onward referral
- Is alert to the need to check credentials of individuals offering support
- Coordinates the involvement of these agencies
- Ensures agency staff to wear visitor badges if on the premises

- Updates team members on the involvement of external agencies
- Looks after setting up and supervision of 'quiet room' if needed e.g. Meditation Room
- Liaises with Chaplain re prayer/liturgical services

4.8 Administrator

- Maintenance of up to date VSWare contact details of
 - Parents or guardians
 - Teachers
 - Emergency services
 - Members of Parents council
 - Members of Board of Management
- Takes telephone calls and notes those that need to be responded to
- Sends out letters, emails, text alerts etc.
- Maintains records

5. Response Plan

The following short, medium and long term actions have been identified as those most likely to be appropriate in the event of a critical incident. However, these actions are a guide only and will be adapted to suit individual circumstances.

5.1 Short term actions - day 1

- Inform Board of Management, CEIST and Allianz (if needed)
- Gather accurate information
- Convene a CIMT meeting
- Contact external agencies
- Arrange supervision for students
- Hold staff briefing(s)
- Agree schedule for the day
- Inform students – (close friends and vulnerable students may need to be told separately)
- Compile a list of vulnerable students
- Contact/visit the family if appropriate
- Prepare and agree media statement and deal with the media
- Inform parents
- Hold end of day staff briefing

5.2 Medium term actions – day 2 and following days

- Convene a CMIT meeting to review the events of day 1
- Meet external agencies
- Meet staff

- Arrange support for staff, students, parents as appropriate
- Arrange visits

5.3 Follow-up – beyond 72 hours

- Monitor students for signs of continuing distress
- Liaise with agencies regarding referrals
- Review response to incident and amend plan

6. Record keeping

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

7. Confidentiality and good name considerations

In line with GDPR the management and staff of Scoil Chríost Rí have a responsibility to protect the privacy of the people involved in any incident and will be sensitive to the consequences of any public statements.

8. Critical incident rooms

In the event of a critical incident, the following rooms may be used:

Staff room to meet staff

G.P.A./Lecture Rooms or classrooms for meetings with students

G.P.A., Lecture Room or Meeting Room for parents

Room 1C 13 (Counsellors Room)

Prayer room as 'quiet room'

9. Useful information available in Appendices 1 – 5

1. Critical Incident Plan Check List
2. Record of Meetings & Phone Calls
3. Scoil Chríost Rí Emergency Preparedness Risk Assessment
4. School Support Contact
5. Note on Support

10. Consultation and communication regarding the plan

Students, staff and parents were consulted in the preparation of this plan

This plan is available to all stakeholders on the school website

All new and temporary staff will be advised of the plan

The plan will be updated annually

This Critical Incident Plan was adopted by the Board of Management on 20th May 2026

Date: 20/5/26

Review Date: May 2027

Signed: 
John Cullinane, Chairperson Board of Management

Appendix 1 – Scoil Chríost Rí - Critical Incident Plan - Checklist

Action	Y	N	N/A	Action Carried out by
DAY 1				
Critical Incident Team Meet				
Staff Briefed				
Board of Management Informed				
Allianz Informed				
CESIT Informed				
Contact made with external agencies				
Supervision arranged				
Schedule of the day drawn up				
Students Informed				
List of vulnerable students identified				
Contact family affected				
Prepare media statement				
Inform parents				
End of day staff briefing				
End of day CIMT briefing				
DAY 2				
CMIT day 2 meeting				
Meet external agencies				
Staff briefing				
Arrange supports for students & staff				

Scoil Christ Ri – Critical Incident Plan – Record of Meetings & Phone Calls

Date: _____

[illegible]

ícoil Chríost Rí Emergency Preparedness Risk Assessment

<u>Likelihood</u>				<u>Risk</u>				<u>Preparedness</u>		
Low	Medium	High	Low	Medium	High	Poor	Fair	Good		

<u>Human Events</u>								
Bomb Threat								
Missing Student/ Abduction								
Medical Emergency								
Community Disaster								
Violence								

Natural Events

Epidemic								
Severe Storm/ Flooding								
Severe Cold/ Snow								
Water Contamination								

Technical Events

Electrical failure								
Fire								
Gas Leak/ Explosion								
Power/Generator Failure								

APPENDIX 4

Scoil Christ Ri – Critical Incident Plan – School Support Contact

Organisation	Support Offered	Contact Number	Website
NATIONAL ORGANISATIONS/AGENCIES			
Health Service Executive	A free 24/7 text service, providing everything from a coming chat to immediate support for people going through a mental health or emotional crisis.	Text 50808	www.text50808.ie
Pieta	Pieta provides free therapy to those engaging in self-harm, with suicidal ideation or bereaved by suicide.	Bernie Carroll (Midlands)(086)4180088	www.pieta.ie
Childline	This is Ireland's 24 hour national listening service for young people to the age of 18.	Freephone 1800 666 666 Text 50101	www.childline.ie
Samaritans	Free 24 hour support 365 days of the year.	116 123	www.samaritans.org/ireland/samaritans-ireland/
Barnardos	Offers a wide range of services to families including support around bereavement.	Freephone 1800 910 123	
The Irish Childhood Bereavement Network	This is an organisation where families can obtain information, guidance and support around the area of bereavement		www.childhoodbereavement.ie
AWARE	This organisation provides free support to people that have been affected by depression and bi-polar disorder	Freephone 1800 80 48 48	www.aware.ie
LOCAL ORGANISATIONS/AGENCIES			
Portlaoise Family Resource Centre	Provides counselling and other family supports at a low cost	(057) 8686151	www.portlaoisefrfc.ie/services
Laois Bereavement Support		(057) 8660984	
Midlands Regional Hospital		(057) 8621364	
Gardaí Portlaoise		(057) 8621105	

Appendix 5 –

Support Over the Coming Days and Weeks

Support Over the Coming Days and Weeks

Teachers are encouraged to acknowledge what has happened and reiterate that this type of trauma is likely to affect people in different ways. It is important to include messages that outline options to seek help and positive coping strategies in these discussions. If a teacher feels unable to provide this support due to past and/or personal experiences, they should refer any student who approaches them, to a member of the Student Support Team.

Here are some tips to assist you in regard to classroom engagement over the coming days.

Listen to students if they want to talk. It is important for students to feel that they can talk with a trusted adult about how they are feeling or what they are experiencing. By making a student feel listened to and supported, they are more likely to be open about how they are coping and discussing options and accessing further help. In any conversation/discussion with students, please be careful not to 'glamourise' the situation in any way, i.e. in regard to the attention currently being focused at the student that has passed away. If you do not feel comfortable engaging with students on this sensitive subject, ask for assistance from the pastoral care team.

Be empathetic. This is very important in helping students feel supported. It helps demonstrate that you are listening and can reflect some understanding of what the young person is feeling or experiencing. However, it is also important to be aware of the limits of your own expertise in this area and to know when it's time to refer the student on to the Student Support Team. Please don't guarantee confidentiality to a student. If you are concerned about a student you need to communicate this to them as well as letting them know that you will be referring them to the Student Support Team.

Maintain normal routine as much as possible. This is important for both you and your students. Having routine provides some certainty and comfort which is often temporarily lost when any traumatic event occurs. Maintaining routine will also help to minimise students excessively engaging in discussion around the death which may increase their distress.

Be aware of risk factors. Having a basic awareness of risk factors will assist you in being able to identify students who may be at risk. If you are concerned about any students or identify students who you believe to be at risk, it is necessary to refer them to school the Student Support Team. Having an idea of risk factors may also assist in alleviating your anxiety around which students may or may not be at risk.

Risk factors may include: withdrawal from friends/activities, acting out character, not sleeping or eating, absenteeism. Please remember that in the immediate aftermath of such a trauma, a lot of the above risk factors/behaviours are a normal part of grief. If it is the case that these factors are prolonged (last longer than 4 weeks), it may be

necessary to refer a student on for further support.

The Student Support Team is made up of: Seán Smyth, June O'Brien, Anne Dollard, Bill Coolahan, Ger Murphy, Debbie O'Dwyer, Deirdre Bailey & Deirdre Bennett.

Employee Assistance Programme: The Spectrum Life Employee Assistance Programme (EAP) is a work-based support service for staff and the organisation. This is a confidential independent service. It supports employees with psychosocial issues (psychological and social factors that influence mental health). These issues may be personal or work related, affecting your job performance or home life. The service is free and available to all school employees. Call (01) 5180356 to speak to someone who can help. Services include counselling and critical incident stress management response. EAP usually offers up to 6 counselling sessions free of charge.

Other Supports

NEPS – National Educational Psychological Service (01) 8892700

Schools NEPS Psychologist Yet to be appointed