**Critical Incidents’ Policy**

**Scoil Cholmcille Junior,**

**Ballybrack**

**Roll No: 19641T**

**Introduction**

Scoil Cholmcille Junior places emphasis on the importance of having a Health and Safety Policy in place. The central objective of this policy is the welfare, care and protection of every young person in line with the Education Act 1998, the Education Welfare Act 2000 and Safety, Health and Welfare at Work Act 2005.

A critical incident is defined as ‘*any incident or sequence of events that overwhelms the normal coping mechanisms of the school and disrupts the running of the school’*. Responding to Critical Incidents NEPS p. 5

A Critical Incident Management Team takes responsibility for such an incident.

**Rationale**

Scoil Cholmcille Junior recognises that the management of critical incidents in a calm orderly way is paramount to the maintenance of care and order in the school and its environs.

**Relationship to Ethos of School**

Scoil Cholmcille Junior believes that the personal, social, moral and physical development of each member of the school community in a workplace that is safe and free from hazards is important. Education flourishes in an environment where good relationships are encouraged, where people feel valued and respected, and where there is genuine tolerance, fairness and support for those in difficulty. This philosophy informs and underpins all the work of the school and is central to this policy document.

**Aims of the Policy**

* to endeavour to provide a safe and healthy work-environment for all employees and pupils and
* to cooperate with members of the public who may be called to assist in dealing with a critical incident in the school.
* to outline the responsibilities of the employer - Board of Management
* to outline the responsibilities of the employees

**The Policy in action**

The Health and Safety policy is a combination of responsibilities that require cooperation of all the parties involved in the management of Scoil Cholmcille Junior.

The parties involved are:

* Board of Management
* School employees
* Parents/guardians and children who attend the school

**Critical Incident Management Team**

The Critical Incident Management Team in Scoil Cholmcille Junior consists of the following:

* The Principal Teacher
* The Deputy Principal Teacher
* The Assistant Deputy Principal Teacher
* The Special Duties teacher with responsibility for Health and Safety
* Home/School/Community Liaison Teacher
* BOM member with responsibility for Health and Safety at review meeting

**The functions of the Critical Incident Management Team are**

* Maintaining an up-to-date list of contact numbers of staff and parents/guardians
* Providing contact numbers of external agencies that may be required in case of an emergency. This list is prominently displayed in the Principal Teacher’s office
* Compiling data on health issues of pupils and alerting staff to same in a sensitive manner
* Make every effort to ensure safety throughout the school premises
* Act proactively and calmly in an emergency
* Ensure that data pertaining to a critical incident is logged
* Update school personnel at staff meetings
* Only the Chairperson or Principal Teacher to speak with media/press
* Review Critical Incident Policy yearly

**The Policy In Action**

**Emergency contact procedures**

All parents/guardians are required to complete a contact form every September with their names and contact numbers. They also supply the names and numbers of two other contacts in the event of them being unavailable. Parents/guardians are reminded to make corrections to numbers supplied in September if a change occurs during the year. New contact forms are issued every school year.

The class teacher, the school Secretary and the Principal Teacher keep contact details.

In the case of an emergency, parents/guardians are phoned and in the event of no answer, the other contacts are tried. If no contact is made the emergency services are contacted and the child/children are taken to hospital. Every effort is made thenceforth to contact the parents/guardians.

**Fire and school evacuation procedures**

(See p. 45-49 A Guide to Insurance, Safety and Security in the School, Church and General)

As outlined in the Fire Safety Policy, fire drills are held once a term. The Special Duties Teacher decides the day and time. This activity is jointly carried out with Scoil Cholmcille Senior. Staff in Scoil Cholmcille Junior is made aware of the designated assembly points at the September staff meeting.

Signs indicating the places of Assembly for fire drills are displayed on the walls near exit doors.

**Serious Accident Procedure & Accident Report Form**

(See Appendix 38 p. 159-160 CPSMA Management Board Members’ Handbook):

* A report must be made to the HSA in respect of the following types of incident:
* An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment
* An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident
* An accident to any person not at work caused by a work activity that causes loss of life or requires medical treatment.

**Emergency closures**

Scoil Cholmcille Junior is obliged to be in operation for not less than 183 days during the school year. Prescribed holidays i.e. Halloween break, Christmas, February Mid-term and Easter are observed in the school calendar. The Board of Management approves all other closures and parents/guardians are notified in writing or via website of these closures.

**Exceptional closings**

If the school is closed for exceptional reasons as in Rule 60 the following procedures are used:

* Parents/guardians are informed as early as possible by text that the school is closed and given the reason
* Parents/guardians of children who are in the Yard unaccompanied are phoned, informed that the school is closed and requested to come and collect their children or to arrange for another adult to collect the children.

If the exceptional closing is for longer than one day, texts will be sent as early as possible.

Parents/guardians are notified in writing when the school is closed when it is used as a Polling station (Exceptional closings under Rule 61)

Written recommendation from the Director of Community Care who considers that closing of the school is necessary in the interests of public health and safety must be given to the Chairperson of the Board of Management. (Exceptional closings under Rule 62)

The Chairperson or someone on his behalf issues written notice to the parents/guardians of school closure and if possible, states the length of the closure.

**Potential Critical Incidents in Scoil Cholmcille Junior**

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| **Critical Incident** | **Procedures led by Critical Incident Management Team** |
| Death of a member of the school community  Sudden death  Accidental death  Suicide  Terminal illness | Using contact number(s), contact next-of-kin  Consult emergency support services as outlined in Appendix 1  Alert Principal Teacher or Deputy Principal Teacher  Log data of event  Arrange follow-up services for school personnel if required |
| Physical attack on staff member(s) or pupil(s) | Using contact number(s), contact next-of-kin  Consult emergency support services as outlined in **Appendix 1,** if necessary  Alert Principal Teacher or Deputy Principal Teacher  Log data of event |
| An accident involving a staff member or pupil on or off the school premises | **On the premises**  Using contact number(s), contact next-of-kin  Consult emergency support services as outlined in Appendix xxx, if necessary  Alert Principal Teacher or Deputy Principal Teacher  Log data of event  **Off the premises**  Provide data on a need-to-know basis to relevant school personnel  Maintain a calm demeanour and school timetable  Consult BOM |
| Serious damage to the school through fire, flood, vandalism | BOM to contact parents/guardians alerting to problem in hand and the steps required to amend the situation i.e. extent of damage, time required to keep school closed to repair damage and contingency plans to locate school/classes elsewhere  BOM to meet with staff to outline difficulties as above |
| Outbreak of fire in the school | Follow fire drill as outlined in Fire Policy  Contact Emergency Services  Contact BOM  Have damage assessed professionally  BOM to handle situation as in serious damage to school |
| A health emergency involving a staff member or pupil on the premises | Alert Principal Teacher or Deputy Principal Teacher  Using contact number(s), contact next-of-kin  Consult emergency support services as outlined in Appendix1, if necessary  If time is of the essence, two members of the Critical Incident Team may have to transport the person to the nearest hospital (St. Columcille’s, Loughlinstown) by car  Log data of event |

**Monitoring and Evaluation of the Policy**

Scoil Cholmcille Junior is committed to addressing the needs of the whole school in relation to health and safety. The school believes that Board of Management, teachers, parents, in cooperation with other agencies in the community dealing with this issue, need to work together to implement this policy.

The Critical Incident Management Team in Scoil Cholmcille Junior aim to meet annually to monitor the policy. Suggestions that may have arisen at staff meetings or offered by members of the school community or alerted to by professionals in the course of consultation will be borne in mind and amended as necessary.

**Review of the Policy**

The Critical Incident Management Team will review the policy bi- annually in Scoil Cholmcille Junior.

A copy of the policy will be available to staff members and the Board of Management.

A copy of this policy will be available on the school’s website. A hard copy is available in the school and will be issued on request. Alternatively, the policy document may also be e-mailed on request.

Appendix 1

**Childrens, Hospital**

Tallaght 414 2000

**Local Hospitals**

St. Vincent’s 2214000,

St. Michael’s 2806901,

St. Columcille’s 2825800

**Fire Brigade**, Dun Laoghaire 2801904

**Gardaí**, Cabinteely 6665400

**Health Services Executive**

Duty Social Worker for Reporting Child Protection concerns 6637300

(HSE), Tivoli Rd., Dun Laoghaire Infections etc. 2365200 or6352145

**National Educational Psychological Services** (NEPS) National HQ 8892700

Blackrock 2833028

**Family Life Centre**, (Bereavement counselling) Cabinteely