

Gaelscoil Adhamhnáin 19971R

Plean Bainistíochta do Theagmhais Chriticiúla Critical Incident Policy Plan

Tá sé mar aidhm ag Gaelscoil Adhamhnáin timpeallacht sábháilte a chur ar fáil do dhaltaí agus foireann uile na scoile mar atá leagtha síos in Ethos na Scoile. Tá sé mar aidhm againn Foireann Bainistíochta do Theagmhais Chriticiúla a chur ar bun leis an phlean seo a fhorbairt agus a thabhairt chun críche. At all times, Gaelscoil Adhamhnáin aims to protect the well-being of its students and staff by providing a safe and nurturing environment as defined in our Mission Statement. The Board of Management, through the Principal, has drawn up the following Critical Incident Management Plan as one element of the school's policies and plans. The aim is to establish a Critical Incident Management Team (CIMT) to steer the development and implementation of the plan.

Aidhm (Aim)

Sé'n aidhm atá ag an Fhoireann Bainistíochta do Theagmhais Chriticiúla nó bheith ábalta déileáil go gasta agus go héifeachtach leis an méid a thiteann amach i ndiaidh do theagmhas tarlú. Cuireann plean ar chumas na foirne freagairt go héifeachtach agus bheith múnineach go bhfuil smacht acu ar chúrsaí agus go dtéann rudaí ar ais mar is gnách chomh luath agus is féidir. The aim of the Critical Incident Management Team (CIMT) is "to help school management and staff to react quickly and effectively in the event of an incident, to enable them to maintain a sense of control and to ensure that appropriate support is offered to students and staff". Having a good plan will also help ensure that the effects on the students and staff will be limited. It will enable the school to return to normality as soon as possible.

Sáinmhíniú ar Theagmhas Chriticiúil (Definition of Critical Incident)

Is é atá i gceist le seo nó eachtra nó sraith d'eachtraí a mbíonn tionchar ollmhór acu ar ghnáth shaol agus bainistíocht na scoile. Thiocfaí go mbainfeadh teagmhas chriticiúil de dháltaí nó foireann na scoile, a dteaghlaiigh nó baill den cheantar maguaird. The staff and management of Gaelscoil Adhamhnáin recognise a critical incident, to be "an incident or sequence of events" that overwhelms the normal coping mechanism of the school" Critical incident may involve one or more students or staff members, their family members or members of the local community.

- **Bás duine de phobal na scoile trí bhás tobann, timpiste, foréigean, féin mharú nó earracht lámh a chur ina mbás féin.** The death of a member of the school community through accident, violence, suicide or suspected suicide or other unexpected death.
- **Timpiste ag baint le daltaí nó baill foirne.** An accident involving members of the school community
- **Timpiste nó tragóid sa cheantar maguaird.** An accident/tragedy in the wider community
- **Ionsaí fisiciúil ar dhalta(i) nó ar bhall / bhaill foirne nó briseadh isteach sa scoil.** An accident involving members of the school community or an intrusion into the school
- **Damáiste d'fhoirgneamh na scoile de bharr dóiteáin, tuilte, slad agus rl.** Serious damage to the school building through fire, flood, vandalism, etc.
- **Ball de phobal na scoile bheith ar iarraidh.** The disappearance of a member of the school community
- **Eachtra ar bith eile a mheastar bheith criticiúil.** Any other incident deemed critical by the CIMT

Éiteas cúraim agus Tacaíochta a chruthú sa scoil (Creation of a Coping Supportive and Caring Ethos in the School)

Déantar gach iarracht i nGaelscoil Adhamhnáin tríd ár gclár SPHE/ RSE scileanna a thabhairt denár ndaltaí le deileáil le réimse leathan imeachtaí a tharlóidh sa tsaol mhór chomh maith lenár naird a dhiriú ar shábhaltach fhisiciúil agus shíceolaíoch Phobal na Scoile. Gaelscoil Adhamhnáin has put systems in place to help to build resilience in both staff and students through our SPHE/RSE programmes, 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.

Sábháltacht Fhisiciúil (Physical Safety)

Tá na nithe seo leanas in áit againn: In the area of physical safety the school has put in place the following:

- **Druil tine go rialta** Regular fire drills occur.
- **Plean éalaithe curtha le chéile agus ar eolas ag pobal na scoile.** Evacuation plan formulated
- **Seic déanta ar diborais éalaithe agus múchtóin tine go rialta** Fire exits and extinguishers are regularly checked.
- **Dualgas clóis roimh agus díreach i ndiaidh am scoile.** Supervision before and after school.
- **Leabhar le síniú ag tuismitheoir / caomhnóir nuair a ghlactar páiste ón scoil i rith am scoile agus le síniú nuair a philleann siad.** Signing out of pupils by parent / guardian.
- **Cloí le cód iompair na scoile lena chinntiú go bhfuil atmaisféar sábháilte taitneamhach ag ár ndáltaí** General school rules under the school's behaviour policy to ensure all pupils have a safe environment

Sábháltacht Síceolaíocht (Psychological Safety)

Baineann bainistíocht agus foireann na Gaelscoile úsáis as cláir agus acmhainní chun freastal ar fhorbairt pearsanta agus sóisialta a ndáltaí, chun atmaisféar sábháilte agus daingean a chothú sa scoil agus chun deiseanna comhrá agus machnaimh a chur ar fáil. The management and staff of Gaelscoil Adhamhnáin also 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.

O.S.P.S. (S.P.H.E.)

- **Tá sé fite fuaite fríd achan ghné de shaol na scoile. Déantar na nithe seo a chlúdach sa churaclam, bás agus caillúintí, scileanna cumarsáide, strus agus deileáil le fearg, réiteach coimhlíntí / fadhbanna, bulaíocht, as lorg cuidigh agus déanamh cintí maidir le alcól agus drugaí. Tá sláinte intinne mar pháirt thábhachtach den chur i láthair seo.** It is integrated into the work of the school. It is addressed in the curriculum by including 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. Promotion of mental health is an integral part of this provision.
- **Tá traenáil faighte agus eolas ag foireann na scoile ar an chlár O.S.P.S.** Staffs have access to training for their role in SPHE
- **Tá foireann na scoile ar an eolas maidir le treorlínte agus nós imeachtaí an Pholasaí Caoimhnú Páistí.** Staffs are familiar with the Child Protection Guidelines and Procedures and details of how to proceed with suspicions or disclosures
- **Tá áiseanna / leabhair ar fáil le eolas ar dheacrachtaí agus ábhair a chuirfeadh isteach ar shaol páistí.** Books / resources on difficulties affecting the primary school student are available.
- **Tá gaol agus ceangal ag an scoil le eagraíochtaí m.sh. NEPS / CAHMS / HSE /Garda Síochána, Cara House, Rainbows agus rl.** The school has developed links with a range of external agencies e.g. HSE /Community Care /NEPS /Garda Síochána / Cara House / Rainbows.
- **I gcás cuairteoirí a thiocthadh na scoile, déantar cinnte go bhfuil an teolas agus modhanna cur i láthair ag tacú leis an chritéir atá leagtha amach againn ó thaobh sábháltacht na bpáistí** 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.
- **Tá polasaí bulaíochta sa scoil agus cloítear leis an pholasaí nuair a tharlaíonn eachtrá da léithid.** The school has a clear policy on bullying and deals with bullying in accordance with this policy.
- **Tá foireann na scoile curtha ar an eolas maidir le paistí le riachtanais faoi leith.** Staff are made aware of children with specific needs.
- **I gcás páistí atá i mbaol cuirtear faoi bhráid an phríomhoide nó na muinteoirí tacaíochta / acmhainne iad. Déantar na nithe a scrúdú agus cuirtear cibé cuidigh atá riachtanach ar fáil dóibh. Cuirtear na tuismitheoirí ar an eolas agus má's gá faightear cuidiú taobh amuigh den scoil le eagraisí oiriúnach daoibh.** Students who are identified as being at risk are referred to the principal and / or the SEN Team.

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.

- **Cuirtear foireann na scoile ar an eolas maidir lena seirbhísí atá ar fáil ó ghníomhaireachta tacaíochta seachtaracha.** Staff is informed about how to access support available from external agencies.

Foireann Bainistíochta do Theagmhais Chriticiúla (Critical Incident Management Team)

Tá foireann bainistíochta (ainmneacha ag bun an chaipéis seo) in áit de réir na treoirí leagtha síos ag an tSeirbhís Náistiúnta Síceolaíochta Oideachais. Buailfidh an foireann seo le chéile ar bhonn bliantúil leis an phlean a athbhreithniú agus a thabhairt suas chun data. Tá fáil ag an fhoireann bainistíochta ar Fhilteán Bainistíochta do Theagmhais Chriticiúla. Iniata le seo tá: A CIMT has been established in line with best practice. The members of the team were selected on a voluntary basis and will retain their roles for at least one school year. (Current Team names on page 6 of this policy document) The members of the team will meet annually to review and update the policy and plan. Each member of the team has access to the schools Critical Incident Management Folder which include all of the following:

- **Cóip den bhainistíocht do Theagmhais Chriticiúla – agus a ról.** A copy of the Critical Incident Management Team / and the Key Roles
- **Liosta suas chun data d'uimhreacha teagmhála a choinneáil chomh maith le liosta de foireann na scoile agus a n-uimhreacha teagmhála.** An emergency contact list / school staff contact list
- **Cóip dena dualgaisí atá ar achan bhall den fhoireann.** A copy of the duties of each team member
- **Liosta suas chun dáta de bhaill an Bhoird Bainistíochta agus a n-uimhreacha teagmhála.** A copy of the Board of Management members and contacts
- **Plean gníomhaíochta.** An Action Plan Template

Ról agus Cúramaí an Bhainistíochta do Theagmhais Chriticiúla (Roles & Responsibilities of CIMT)

- **Ceannaire** Team Leader
- **Riarthóir** (Liaison)
- **Ceangal le gardaí, daltaí** (Student), **tuismitheoir** (Parent), **an pobal** (Community) **agus na meáin** (Media)

An Ceannaire (Team Leader)

- **Na baill a chur ar an eolas maidir leis an teagmhas a tharla agus cruinniú a eagrú** Alert the team members to the crisis and convene a meeting
- **Co-ordanú a dhéanamh ar na dualgaisí atá ar achan bhall den fhoireann** Co-ordinate the tasks of the team
- **Fáil i dteangbhail leis an Bhord Bainistíochta, an Roinn agus NEPS** Liaise with the Board of Management; DES; NEPS
- **Fáil i dteangbhail leis an teaghlach/ na teaghlaigh atá i gceist** Liaise with the bereaved family(ies)
- **Glacfaidh an príomhoide tanaisteach an ról sin uirthí féin mura bhfuil an ceannaire ar fáil** The Deputy Principal will assure this role in the absence of the team leader.

Teangbhail lena Gardaí (Garda Liaison)

- **Fáil i dteangbhail lena Gardaí** Liaise with the Gardaí
- **Cinntiú a dhéanamh go bhfuil an teolas atá ar fáil cruinn agus beacht sula gcuirtear daoine eile ar an eolas maidir leis an eachtra** Ensure that information about deaths or other developments is checked out for accuracy before being shared.

Teangbhail le foireann na scoile

- **An fhoireann a chur ar an eolas maidir leis an eachtra agus eolas ar bith eile ata riachtanach a chur ar fáil – chomh maith le deis a thabhairt den fhoireann ceisteanna a shoiléiriú** Lead briefing meetings for staff on facts as known, give staff members an opportunity to express their feelings and ask questions and outline the routine for the day
- **Páistí atá i mbaol a chur in iúl den fhoireann** Advise staff on the procedures for identification of vulnerable students

- **Ábhair foirstineach a chur ar fáil don fhoireann ón (Fhílteán ar Theagmhais Chriticúil)** Provide materials for staff (from the Critical Incident Folder)
- **Taifead a dhéanamh ar dhaltáí a fhaigheann cabhair ó gníomhaireachtaí seachtaracha** Keep records of students seen by external agency staff
- **Seomra ciúin a chur ar fáil agus duine bheith ar fail le feitheoireacht a dhéanamh air** Look after setting up and supervision of ‘quiet’ room where agreed

Teagbhail leis an phobal / gníomhaireachta (Community / Agency Liaison)

- **Liosta suas chun data de uimhreacha teagmhála a choinneáil – seirbhísí – éigeandála, gníomhaireachtaí seachtaracha, baill Comhairle na dTuismitheoirí** Maintain up to date list of contact numbers – members of the Parents Committee, emergency support services and other external contacts and resources
- **Dul i dteangbháil le gníomhaireachtaí sa phobal maidir le tacaíocht agus comhairle a fháil** Liaise with agencies in the community for support and onward referral
- **Seic a dhéanamh ar theistiméireacht éinne a bhéadh ag tabhairt tacaíocht lasmuigh de fhoireann na scoile** Check credentials of individuals offering support
- **Co-ordanú a dhéanamh ar thacaíocht a bhéadh ar fail ó ghníomhaireachtaí seachtaracha** Co-ordinate the involvement of these agencies
- **Cinntiú go gcuireann baill de ghníomhaireachtaí seachtaracha iad féin in iúl sa scoil** Remind agency staff to wear name badges
- **An foireann a chur ar an eolas maidir leis an chabhair atá a chur ar fáil ag gníomhaireachtaí seachtaracha** Update team members on the involvement of external agencies

Teagbháil le Tuismitheoirí (Parent Liaison)

- **Cuairt a thabhairt ar an teaghlach / na teaghlaigh atá gceist i gcuideachta an cheannaire** Visit the bereaved family with the team leader
- **Cruinnithe do thuismitheoirí a shocrú agus socrú ar an eolas atá le roinnt agus ar an dóigh is fearr le seo a dhéanamh** Arrange parent meetings, if held – facilitate such meetings, and manage ‘questions and answers’
- **Seomra a chur ar leataobh do chruinnithe** Set up room for meetings with parents
- **Buailadh le thuismitheoirí aonaracha** Meet with individual parents
- **Taifead a choinneáil ar na cruinnithe seo** Maintain a record of parents seen
- **Litreacha samplacha a bheith ar fáil a thig a úsáid i gcásanna mar seo** Manage the ‘consent’ issues in accordance with agreed school policy
- **Eolas agus tacaíocht cuí a thabhairt do thuismitheoirí** Provide appropriate materials for parents (from their Critical Incident Folder)

Teagbháil lena Meáin (Media Liaison)

- **Ráiteas scríofa a ullmhú má’s gá ina mbeidh** Prepare a written statement, if necessary.
- In advance of an incident, will consider issues that may arise and how they might be responded to (e.g. students being interviewed, photographers on the premises, etc)
 - **Fíricí maidir leis an teagmhas**
 - **Caidé atá déanta go dtí seo**
 - **Caidé a dhéanfar**
 - **Eolas nó tuairmí dearfacha faoin té atá é gceist má’s gá**
 - **Cine a dhéanamh maidir le na meáin ag an scoil, agallaimh le baill den fhoireann – daltaí agus rl.** Will draw up a press statement, give media briefings and interviews (as agreed by school management)
 - **Comhairle a fháil ón Chéardchumann**
In the event of an incident, will liaise where necessary with relevant teacher unions etc.

Riarthóir – Rúnai na Scoile (Administrator School Secretary)

- **Liosta suas chun data d’uimhreacha teagbhála**

Maintenance up to date telephone numbers of:

- **Tuismitheoirí / caomhnóirí** Parents or guardians
- **Múinteoirí** Teachers
- **Seirbhísí Éigeandála** Emergency services
- **Scairteanna gútháin a ghlacadh** Take telephone calls and note those that need to be responded to
- **Samplaí de litreacha cuí a bheith ar fail** Ensure that templates are on the school's system in advance and ready for adaptation
- **Litreacha ríomhphoist a ullmhú agus a sheoladh** Prepare and send out letters, emails and faxes
- **Cóip de eolas atá riachtanach a chur ar fail** Photocopies materials needed
- **Taifead a choinneáil** Maintains records

Taifeadadh (Record Keeping)

I gcás theagbhas chriticiúla tá sé fíor thábhachtach go ndéantar taifead de scairteanna gútháin, litreacha a seoladh nó a fuarthas, cruinnithe, ábhair a husáideadh, daoine ar bualadh leo agus idirghabháil ar bith a rinneadh. Beidh páirt lárnach ag rúnaí na scoile san obair seo. 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. The school secretary will have a key role in receiving and logging telephone calls, sending letters, photocopying materials, etc.

Rúndacht (Confidentiality and Good Name Considerations)

Tá sé de dhualgas ar bhainistíocht agus foireann na scoile go ndéantar gach iarracht ar phríobhaideachas daoine ar bith atá i gcéist a chosaint. Chomh fada agus is féidir cuirfidh foireann na scoile ina luí ar na dáлтаí é seo a dhéanamh chomh maith. Caithfear a bheidh iontach cúramach agus faichilleach maidir le húsáid na bhfocla ‘féin bhás’ agus ‘dúnmharú’ de. The management and staff of Gaelscoil Adhamhnáin 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. For instance, the term “suicide” will not be used unless there is solid information that death was due to suicide, and that the family involved consents to its use. The phrases ‘tragic death’ or ‘sudden death’ may be used instead. Similarly, the word ‘murder’ should not be used until it is legally established that a murder was committed. The term ‘violent death’ may be used instead.

Seomraí ar fáil (Critical Incident Rooms)

I gcás teagbhas chriticiúil cuirfear na seomraí seo leanas ar fáil:

In the event of a critical incident:

- **Seomra foirne do chruinnithe leis an fhoireann** The Staff room will be the main room used to meet the staff
- **An halla do chruinnithe lena tuismitheoirí** The Assembly Hall for meetings with students
- **Seomra breise tacaíocht foghlama do chruinnithe le tuismitheoirí / daltaí /cuairteoirí aonaracha** Learning Support Room for parents and other visitors
- **An leabharlann dona meáin** The Library for media

Eolas maidir leis an phlean (Consultation and Communication Regarding the Plan)

Tá foireann uile na scoile ar an eolas maidir leis an phlean seo agus a chur le chéile. Tá cóip faighte ag an Bhord Bainistíochta agus d’ionadaí na dtuismitheoirí. Tá cóip den phlean ag gach ball den fhoireann Theagmhas Chriticiúil. Cuirfear baill úra den fhoireann ar an eolas faoi. All staff were consulted and regard was given to their views in the preparation of this policy and plan. Parent 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 access to a personal copy of the plan. All new and temporary staff will be informed of the details of the plan by a Staff Liaison member.

Déarfath athnuachán ar an phlean seo gach bliain i mí Deireadh fómhair. The plan will be updated annually in the month of October.

Foireann Bainistíochta Scoilbhliain 2013/ 14 agus 2014 /15 Critical Incident Management Team School Year 2013 /14 and 2014 / 15:

- Príomhoide – Máire Nic Gairbhe-Uí Bhaoill
- Príomhoide Tánaisteach – Muinteoir Áine Uí Dhómhnaill
- Muinteoir Maedhbh Mhic Fhionnghaile.

Faoi Bhráid an Bhoird: Dáta 26/5/2014

Cathaoirleach: _____

