CTI Clonmel

Raheen College   Gaelcholáiste Chéitínn
Senior College

Critical Incident Management Plan

CTI Mission Statement & Introduction

"The role of our school is to facilitate the students and the people of Clonmel and its environs in the acquisition of general and specialised education.

We seek;
- *to encourage the development of the full person through imparting knowledge and skills and through inculcating values;*

- *to bring students to an awareness of their identity in a multi-denominational, multi-cultural context;*

- *to enable the transition to further education;*

- *to encourage the participation of parents in the education of their children*

- *to respond to the educational needs of the local community."*

The Central Technical Institute Clonmel aims to protect the wellbeing of all its students and staff by providing a safe & nurturing environment at all times and is cognisant of our mission statement. The Board of Management, through Mr. Charlie McGeever, has drawn up a critical Incident management plan as one element of the school's policies and plans. This document is an updated version of our previous Critical Incident Management Plan and has been developed following attendance at a NEPS In-service on Responding to Critical Incidents in October 2017 and the publication the 2016 NEPS Guidelines and Resource Materials for Schools, Responding To Critical Incidents handbook. It draws on the expertise outlined in the following documents:

- Suicide Prevention in Schools: Best Practice Guideline - IAS, National Suicide Review Group 2002

- Suicide Prevention in the Community- A Practical Guide HSE 2011

- Well-Being in Post-Primary Schools Guidelines for Mental Health Promotion & Suicide Prevention DES, DOH, HSE 2013

What is a Critical Incident?

The staff and management of the CTI-Clonmel 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. It may include the following:

- 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
- Serious damage to the school building through fire, flood, vandalism, etc.
- A major accident/tragedy in the wider community

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 impact on 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.

Physical safety

Health & Safety Policy
- Evacuation plan formulated
- Regular fire drills occur
- Fire exits and extinguishers are regularly checked
- Pre-opening supervision in the school assembly area in RC and GCC
- School doors locked during class time

Psychological safety

The management and staff of the CTI-Clonmel aim to 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. Senior Management have an "open door" policy for all staff. All staff members have access to the Employee Assistance Service.

Current Programs and Initiatives.

- **Wellbeing** introduced in September 2017 with a focus on the Aspects of Wellbeing to include: Curriculum, Policy & Planning, Relationships & Culture and the indicators of Wellbeing Active, Responsible, Connected, Resilient, Respected & Aware.

- **Social, Personal and Health Education** (SPHE) is 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 in the SPHE curriculum. Promotion of mental health is an integral part of this provision.

- Staff have access to training for their role in SPHE

- Staff are familiar with the Child Protection Procedures and the name of the Designated Liaison Person

- Books and resources on difficulties affecting the post primary school student are available.

- Information is provided on mental health in general and such specific areas as signs and symptoms of depression and anxiety.

- Staff are informed in the area of suicide awareness and some have attended specialist training such as ASIST provided by the HSE

- The school has developed links with a range of external agencies – NEPS, CAMHS, Barnardos, Pieta House, Local GPs, Social Workers, Garda Síochána

- 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. See DES Circular 0023/2010 (Post-Primary)

- The school has a clear anti-bullying policy and deals with incidents of bullying in accordance with this policy

- There is a care system in place in the school using the "Continuum of Support" approach which is outlined in the NEPS document published on 2010 for post primary schools. See also Student Support Teams in Post Primary Schools (2014).

- Students who are identified as being at risk are referred to the designated staff member (e.g. guidance counsellor or support teacher), concerns are explored and the appropriate level of assistance and support is provided. Parents/guardians are informed, and where appropriate, a referral is made to an appropriate agency (a summary of this support is set out in R 23)

- Staff are informed about how to access support for themselves.

- The school has a highly effective Pastoral care Policy which underpins all interacting and responses to students.

Critical Incident Management Team (CIMT)

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. The members of the team will meet annually to review and update the policy and plan. Each member of the team has a dedicated critical incident folder. This contains a copy of the policy and plan and materials particular to their role, to be used in the event of an incident.

Preparation of CIMP

Roles: Schools need to make arrangements for assigning roles, taking account of such practical issues as school size and the number of staff available. Many schools will double up of roles. Schools might wish to consider including one or more members of the BOM on the team as well as members of the school's student support / care team.

- Team Leader- Principal/Deputy Principal
- Garda Liaison -Principal/Deputy Principal
- Staff Liaison - Principal/Deputy Principal
- Student Liaison- Class Tutor
- Parent/Guardian Liaison - HSCL
- Community Liaison- HSCL/SCP
- Media Liaison- Principal/Deputy Principal
- Administrator- Secretary

CTI- Clonmel CIMP Team

- Principal
- Deputy Principal
- Senior College Representative
- Múinteoir I bhFeighil
- HSCL
- Guidance Counsellor
- SCP
- Secretary/Administrator
- Caretakers

ADMINISTRATOR

- Maintenance of up to date telephone numbers of
    - Parents/guardians
    - Teachers
    - Emergency services

- Takes telephone calls and notes those that need a response
- Ensures that templates are available on the schools IT system and ready for adaptation
- Prepares and sends out letters, emails and texts
- Photocopies materials as needed
- Maintains records.
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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 etc. The school secretaries: Ann O' Dwyer, Claire Kennedy & Orla McCarthy 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 name of school 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 confirmed 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. As per our existing policy, interaction with the media is the preserve of the Principal only.

Critical incident rooms

In the event of a critical incident,

Staff- Staff Room in RC or Room 2/3 in GCC

Students- Assembly Hall/Area- for meeting with a large number of students, base classroom for GCC & Senior College Students and Class Tutor base rooms in RC

Individual sessions with students- Designated Offices

Parents- Room 21

Media - as appropriate

Other visitors – as appropriate

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 Team Leader.

The plan will be updated annually at the beginning of the academic year in August/September

Staff Contact Details

Student Contact Details

Emergency Contact Details