

## **POLASÁÍ THEAGMHAIS CHRITICIÚIL**

### **Réamhrá:**

Ag tráth amháin nó tráth eile tarlaíonn eachtraí trámacha, mar bhás tobann dalta nó múinteora de bharr timpiste nó tinnis. Is éard atá i gceist leis an pholasáí seo ná plean cuimsitheach scoile a fhorbairt ionas gur féidir déileáil go héifeachtach agus go tuisceanach leis an mhéid a thiteann amach i ndiaidh don teagmhas tarlú. Freisin bheadh sé mar aidhm ag an bpolasáí/bplean treoir a thabhairt chun a chinntiú go dtéann cúrsaí ar ais mar is gnách chomh luath agus is féidir agus go gcuirtear teorainn leis an tionchar a bhíonn ar an bhfoireann agus ar dhaltaí.

### **Sainmhíniú:**

Aithníonn foireann agus bainistíocht Scoil Chaoimhín gur ionann teagmhas criticiúil agus “teagmhas nó sraith imeachtaí ar bith threasraíonn gnáthmheicníocht déilála na scoile”. D’fhéadfadh go mbainfeadh na teagmhais chriticiúla le dalta amháin nó ball foirne amháin nó le níos mó ná dalta amháin nó ball foirne amháin, nó le ball den phobal aitiúil. Is iad seo a leanas samplaí a cheaptar ar choir a luadh.

- Cailleadh duine de phobal na scoile trí bhás tobann, timpiste, tinneas foirceanta nó féinmharú.
- Timpiste ag baint le daltaí nó baill fhoirne ag an scoil nó lasmuigh di.
- Ionsaí fisiciúil ar dhalta(í) nó ar bhall/bhaill fhoirne nó briseadh isteach sa scoil.
- Dochar tromchúiseach d’fhoirgneamh na scoile de bharr dóiteáin, tuilte, loitiméireachta, srl.
- Duine de phobal na scoile a dhul ar iarraidh.
- Timpiste/tragóid sa phobal máguaird.

### **Aidhm:**

Is í aidhm an Phlean Bainistíochta do Theagmhas Criticiúil (CIMP) cabhrú le bainistíocht agus foireann na scoile freagairt thapa agus éifeachtach a thabairt ar theagmhas, cabhrú linn smacht a choinneáil ar chúrsaí agus a chinntiú go dtairgtear tacaíocht chuí do dhaltaí agus don fhoireann. Ba choir gur chabhair é dea-phlean a bheith ag an scoil chun a chinntiú go mbeidh teorainn leis na hiarmhairtí a d’fhéadfadh a bheith ag teagmhas ar na daltaí agus ar an bhfoireann. Ba choir go gcuirfeadh an plean ar ár gcumas filleadh ar ghnáthghnáthaimh chomh luath is is féidir é.

### **Sábháilteacht fhisiceach:**

Is iad seo a leanas rudaí atá a dhéanamh ag an scoil:

- Polasaí sláinte agus sabháilteacht sa scoil
- Plean aslonnaithe curtha i dtoll a chéile
- Déantar druileanna rialta dóiteáin
- Seiceáiltear slite amach agus múchtóirí dóiteáin go rialta
- Rialacha an chlóis súgartha – le fáil sa pholasáí sláinte agus sabháilteachta.

### **Sábháilteacht shíceolaíoch:**

Tá sé mar aidhm ag bainistíocht agus ag foireann *Scoil Chaoimhín* cláir agus acmhainní atá ar fail a úsáid chun aghaidh a thabhairt ar fhorbairt phearsanta agus shóisialta na ndaltaí, chun cur leis an meon sábháilteachta agus slándála sa scoil, agus chun deiseanna a chur ar fail chun machnamh a dhéanamh agus chun cúrsaí a phlé.

Is iad seo a leanas samplaí de rudaí atá a dhéanamh:

- Oideachas Sóisialta, Pearsanta agus Sláinte a chomhthathú le hobair na scoile. Tugtar aghaidh ar an chomhthathú seo sa churaclam ar bhealach ina dtabharfaí aghaidh ar shaincheisteanna amhail léan agus caillteanas; scileanna cumarsáide; bainistiú struis agus oilc; teacht aniar; bainistiú coinbhleachta; réiteach fadhbanna; cabhair a lorg; bulaíocht; cinnteoireacht agus cosc ar úsáid agus ar mhí-úsáid alcóil agus drugaí, Áirítear meabhairshláinte a chur chun cinn leis an bhforáil sin.
- Teacht ag an bhfoireann ar oiliúint ina ról maidir leis a gClár Oideachais Shóisialta, Phearsanta agus Sláinte.
- An fhoireann eolach ar na Treoirlínte agus na Nósanna Imeachta maidir le Cosaint Leanaí agus mionsonraí ar fáil i dtaobh an chéad chéim eile chun cinn i gcás amhrais nó nochta.
- Eolas tugtha don fhoireann sa réimse a bhaineann le feasacht faoi fhéinmharú agus le hidirghabhálacha le daltaí féinmharfacha.
- Eolas curtha ar fáil ar mheabhairshláinte go ginearálta agus ar reimsí sonracha amhail comharthaí agus airí dúlagair agus inní.
- Ceangail forbartha ag an scoil le roan gníomhaireachtaí seachtracha. i.e. Jigsaw.
- Polasaí soileir sa scoil maidir le bulaíocht agus go ndéileáilann an scoil le bulaíocht de réir an polasaí seo.
- Córas cúraim i bhfeidhm sa scoil.
- Go n-atreoraítear daltaí a aithnítear mar dhaltaí i mbaol chuig an mhúinteoir gairmthreoir, go gciortar cásanna inní agus go dtugtar an leibhéal cuí cúnaimh agus tacaíochta. Go gcuirtear tuismitheoirí ar an eolas agus atreoraítear an dalta chuig an ngníomhaireacht chuí más cuí.

### **Foireann Bainistíochta do Theagmhas Criticiúil (CIMT)**

Bunaíodh Foireann Bainistíochta do Theagmhas Criticiúil (CIMT) Scoil Chaoimhín de réir dea-chleachtais. Roghnaíodh baill na Foirne ar bhonn deonach agus tá na ról sin acu ar feadh aon scoilbhliana amháin. Bíonn cruinniú ag baill na foirne le cheile uair sa bhliain chun athbreathniú a dhéanamh ar an polasaí agus ar an plean agus chun iad a thabhairt suas go dáta. Tá filltean sainithe do theagmhas criticiúil ag gach ball den fhoireann. Tá cóip den polasaí agus den phlean agus ábhair a bhaineann go sonracha lena ról istigh sa fhilltéalán a bheidh le húsáid í gcás teagmhais.

### **Ról:**

Trí na príomh thascanna a thagann chun cinn i ndiaidh do theagmhas titim amach a aithint beidh an scoil in ann rólanna agus na daoine a bheidh freagrach as tascanna éagsúla a shocrú. Beidh ról lárnach ag an Phríomhoide go ginearálta, agus beidh sé freagrach as go leor de na tascanna. Ní mór tascanna áirithe riaracháin a dhéanamh ar bhonn leanúnach ionas go mbeidh cumarsáid thapa éifeachtach ann sa chás go dtarlódh teagmhas criticiúil.

### **Ceannaire Foirne**

- Cuireann an ceannaire baill na foirne ar an eolas trí web-téacs éigeandála agus glaoitear cruinniú éigeandála.
- Déanann sé comhordú ar thascanna na foirne, ag dáileadh freagrachtaí éagsúla.
- Déanann teagmháil leis an mBord Bainistíochta, An Roinn Oideachas; NEPS; HSE; araile.
- Déanann teagmháil leis an chlann atá faoi cheist.

\*mura mbíonn an príomhoide í láthair, glacann an leas-príomhoide ról an cheannaire.

### **Teagmhálaí Gardaí**

- Déanann teagmháil leis na Gardaí.
- Cinntíonn cruinneas an eachtra sula roinntear an t-eolas.

### **Teagmhálaí leis an bhfoireann**

- Cuireann an fhoireann ar an eolas faoi fhíricí ag an tús agus go rialta i rith an lae.
- Tugtar deis don fhoireann ceisteanna a chur, mothúcháin a nochtadh agus tugann imlíne struchtúr an lae dóibh.
- Tugtar comhairle don fhoireann maidir le daltaí i mbaol a aithint.
- Tugtar acmhainní don fhoireann (ón fhilleán Teagmhas Chriticiúil)
- Tacaíocht le múinteoirí faoi bhrú.
- Cuirtear an fhoireann ar an eolas faoi seirbhísí tacaíochta atá ar fail dóibh.
- Eagraítear ‘Seomra Machnaimh’ agus feitheoireacht cuí.

### **Teagmhálaí leis na daltaí**

- Bailíonn an múinteoir eolas ó na múinteoirí maidir le daltaí a cheaptar atá faoi bhrú.
- Cuirtear daltaí atá faoi bhrú in aithne don Leas-Phríomhoide agus baill eile foirne.
- Tugtar acmhainní ón fhilleán Teagmhas Chriticiúil do dhaltaí.
- Coimeádann taifead do gach dalta atá feicthe ag seirbhísí seachtracha.

### **Teagmhálaí le tuismitheoirí**

- Tugtar cuairt ar an chlann faoi mhéala.
- Eagraítear cruinniú le tuismitheoirí, más gá.
- Éascú chruinniú ag freagairt ceisteanna, más ann dó.
- Bainistiú ar ‘foirmeacha ceadúnais’ má gá leo de réir polasaí scoile.
- Cinntíonn go bhfuil litreacha samplacha réidh ar an gcóras scoile.
- Eagraítear seomra do chruinnithe tuismitheoirí.
- Coinníonn taifead de na tuismitheoirí ar bualadh leo.
- Castar le tuismitheoirí ar leith.
- Cuirtear ábhair ábhartha ar fáil do thuismitheoirí (as an fhilleán ar theagmhas criticiúil)

### **Teagmhálaí leis an bPobal**

- Eagraítear agus coinníonn liosta reatha d’uimhreacha.
  1. Tuistí ar Chumann na dTuismitheoirí
  2. Seirbhísí Slándála & Eagraíochtaí eile cuí
- Déantar teagmháil le grúpaí seachtracha éagsúla le haghaidh tacaíocht agus chun daltaí a atreorú.
- Cinntíonn go bhfuil aitheantas ceart/bailíoch ag na daoine atá ag tabhairt tacaíochta.
- Comhordú na seirbhísí tacaíochta uilig bainteach leis an Teagmhas Chriticiúil.
- Meabhraíonn do dhaoine seachtracha lipéid ainm a chaitheamh.
- Tugtar cuntas reatha ar cé hiad na heagraíochtaí uilig atá bainteach leis an Teagmhas Chriticiúil.

### **Teagmhálaí leis na meáin**

- Go mbeadh treoir cinnte leagtha amach faoi conas ceisteanna/iarratais ó na meáin a láimhseáil (agallaimh á chur ar dhaltaí, grianghrafanna á dtógáil sa scoil agus araile)
- Go ndéanfaí teagmháil leis na heagraíochtaí cuí, i.e. An Roinn Oid, Ceárdcumainn na múinteoirí agus araile.

- Scríobhfaidh ráiteas preasa, tabharfaidh agallaimh do na meáin.

### **Riarthóir**

- Coimeádann uimhreacha teileafóin na ndaoine seo a leanas:
  1. Tuismitheoirí/caomhnóirí
  2. Múinteoirí
  3. Seirbhísí Éigeandála
- Freagraíonn glaonna gutháin agus glacann le teachtaireachtaí
- Cinntíonn go bhfuil bunchóipeanna d'aon cháipéisí cuí ar fáil
- Ullmhaíonn agus seolann litreacha, ríomhphoist agus facsanna
- Fótachóipeálann ábhar cuí nuair/más gá
- Déantar taifead ar cad a thiteann amach.

### **Coinneáil Taifead**

I gcás teagmhais coinneoidh gach ball den fhoireann taifid de ghlaonna teleafóin a rinneadh agus a fuarthas, litreacha a seoladh agus a fuarthas, cruinnithe a tionóladh, daoine ar buaileadh leo, idirghabhálacha a úsáideadh, ábhar a úsáideadh agus araile. Beidh príomhról ag *runaí na scoile* agus *riarthóir* ó thaobh glaonna a fháil agus logáil, litreacha a sheoladh, fótachóipeanna a dhéanamh d'abhair, agus araile.

### **Tuisceanach ó thaobh rúndachta agus dea-chlú**

Tá freagracht ar bhainistíocht agus ar fhoireann *Scoil Chaoimhín* príobháideacht agus dea-chlú na ndaoine a raibh baint acu le teagmhas ar bith a chosaint agus beidh siad ar an airdeallach faoi na hiarmhairtí a bheadh ag ráitis phoiblí ar bith. Beidh bail forine na scoile airdheallach air seo agus cuirfidh siad rompu a chinntiú go ndéanfaidh na daltaí amhlaidh chomh maith.

### **Seomraí i gcomhair teagmhas criticiúil**

Úsáidtear na seomraí seo a leanas i gcas teagmhas criticiúil:

- Is é *seomra na múinteoirí* an príomhsheomra a bheidh in úsáid chun bualadh leis an bhfoireann.
- *seomra* chun bualadh leis na daltaí
- *seomra* le haghaidh na dtuismitheoirí
- *seomra* le haghaidh na meán
- *seomra* le haghaidh seisiún duine le duine leis na daltaí agus
- *oifig an phríomhoide* le haghaidh cuairteoirí eile.

## **CRITICAL INCIDENT POLICY**

### **Introduction:**

At one time or another traumatic events occur, such as the sudden death of a student or teacher due to an accident or illness. This policy involves developing a comprehensive school plan so that what happens after the incident can be dealt with effectively and sensitively. The policy / plan would also aim to provide guidance to ensure that matters return to normal as soon as possible and that the impact on staff and students is limited.

### **Definition:**

The staff and management of Scoil Caoimhín recognize that a critical incident is "any incident or series of events that undermines the normal running of the school". Critical incidents may involve one or more students or staff, or a member of the local community. The following are examples.

- Death of a member of the school community through sudden death, accident, terminal illness or suicide.
- Accident involving students or staff at or outside the school.
- Physical assault on student (s) or staff member (s) or disruption to school.
- Serious damage to school building due to fire, flood, vandalism, etc.
- Missing a member of the school community.
- Accident / tragedy in the surrounding community.

### **Aim:**

The Critical Incident Management Plan (CIMP) aims to help school management and staff respond quickly and effectively to an incident, help us maintain control and ensure that students and staff are offered appropriate support. A good school plan should help to ensure that the potential consequences of an incident on students and staff are limited. The plan should enable us to return to normal routines as soon as possible.

### **Physical safety:**

Here are some things the school does:

- School health and safety policy
- Evacuation plan developed
- Regular fire drills are carried out
- Exits and fire extinguishers are checked regularly
- Playground rules - found in the health and safety policy.

### **Psychological safety:**

The management and staff of Scoil Chaoimhín aim to use available programs and resources to address the personal and social development of the pupils, to enhance the attitude of safety and security in the school, and to provide opportunities for to reflect and to discuss matters.

### **The following are examples of things to do:**

- Integrate Social, Personal and Health Education into the work of the school. This integration is addressed in the curriculum in a way that addresses issues such as grief and loss; communication skills; stress and evil management; resilience; conflict management; problem solving; seek help; bullying; decision-making and prevention of the use and misuse of alcohol and drugs, This provision includes the promotion of mental health.
- Access to training for staff in their role in relation to their Social, Personal and Health Education Program.

- Staff familiar with Child Protection Guidelines and Procedures and provide details of next steps in case of suspicion or disclosure.
- Staff briefed in the area of suicide awareness and suicidal student interventions.
- Provided information on mental health in general and specific areas such as signs and symptoms of depression and anxiety.
- Developed links with the school with a range of external agencies. i.e. Jigsaw.
- The school has a clear policy on bullying and that the school deals with bullying in accordance with this policy.
- Care system in place in the school.
- Pupils identified as being at risk are referred to the careers guidance teacher, concerns are addressed and the appropriate level of assistance and support is provided. Parents are notified and the student is referred to the appropriate agency if appropriate.

### **Critical Incident Management Team (CIMT)**

Scoil Caoimhín's Critical Incident Management Team (CIMT) has been established in accordance with best practice. Staff members have been selected on a voluntary basis and hold these roles for one school year. Staff members meet once a year to review and update the policy and plan. Each team member has a defined critical event folder. The folder contains a copy of the policy and plan and materials specific to its role to be used in the event of an incident.

### **Roles:**

By identifying the key tasks that arise after an incident has occurred, the school will be able to determine the roles and people responsible for various tasks. The Principal will generally play a key role, and will be responsible for many of the tasks. Certain administrative tasks need to be performed on an ongoing basis in order to ensure rapid and effective communication in the event of a critical incident.

### **Team Leader**

- The leader notifies staff members via emergency web text and an emergency meeting is called.
  - Coordinates the tasks of the team, allocating various responsibilities.
  - Liaises with the Board of Management, Department of Education; NEPS; HSE; etc.
  - Contacts the family in question.
- \* if the principal is not present, the deputy principal assumes the role of leader.

### **Garda Liaison Officer**

- Liaises with the Gardaí.
- Ensures the accuracy of the incident before the information is shared.

### **Staff contact**

- Staff communicate facts at the beginning and regularly throughout the day.
- Staff are given the opportunity to ask questions, express feelings and outline the structure of the day.
- Staff are advised on identifying students at risk.
- Resources provided to staff (from Critical Incident folder)
- Support for teachers under pressure.
- Staff are made aware of support services available to them.
- A 'Reflection Room' and appropriate supervision is organized.

### **Student contact**

- The teacher gathers information from the teachers about students who are thought to be under pressure.
- Students under pressure are introduced to the Deputy Principal and other staff.
- Students are given resources from the Critical Incident folder.
- Keeps a record of all students seen by external services.

#### Contact with parents

- The bereaved family is visited.
- A meeting is arranged with parents, if necessary.
- Facilitate a meeting answering questions, if any.
- Manage 'license forms' if required by school policy.
- Ensures that sample letters are ready on the school system.
- A room for parents' meetings is arranged.
- Keeps a record of parents met.
- Meets individual parents.
- Relevant materials are provided to parents (from the critical incident folder)

#### **Community Liaison**

- Organizes and maintains a current list of numbers.
  1. Parents of the Parents' Association
  2. Security Services & Other Relevant Organizations
- Various external groups are contacted for support and to refer students.
- Ensures that those providing support have correct / valid recognition.
- Coordination of all Critical Incident support services.
- Reminds outs of label labels.
- A current account is given of all the organizations involved in the Critical Incident.

#### Media contact

- Have clear guidance on how to handle media queries / requests (interviewing students, taking photographs in school etc)
- That the relevant organizations be contacted, i.e. Department of Ed, Teachers' Unions etc.
- Write a press release, give media interviews.

#### Administrator

- Holds the telephone numbers of the following:
  1. Parents / guardians
  2. Teachers
  3. Emergency Services
- Answers phone calls and receives messages
- Ensures that originals of any relevant documents are available
- Prepares and sends letters, emails and faxes
- Photocopies relevant material when / if required
- What happens is recorded.

#### Record Keeping

In the event of an incident all staff will keep records of telephone calls made and received, letters sent and received, meetings held, people met, interventions used, material used and so on. The school secretary and administrator will play a key role in receiving and logging calls, sending letters, making photocopies of materials, and so on.

#### **Sensitivity to Confidentiality and Reputation.**

The management and staff of Scoil Chaoimhín have a responsibility to protect the privacy and reputation of those involved in any incident and to be vigilant about the consequences of

any public statements. The members of the school will be mindful of this and will endeavor to ensure that the pupils do the same.

Rooms for critical incidents

The following rooms are used for critical incidents:

- The teachers' room is the main room used for meeting staff.
- a room to meet the students
- room for parents
- room for the media
- a room for a one - to - one session with the students and
- principal's office for other visitors.