



Gaelscoil Iarfhiltha

Tír an Chóir, Tuaim, Co. na Gaillimhe.

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Polasaí ar Theagmhais Chriticiúla

Critical Incident Policy

2021-2022



Gaelscoil Iarfhiltha aims to protect the wellbeing of its students by providing a safe and nurturing environment always. As stated in the School Ethos *"In Gaelscoil Iarfhiltha there is a genuine attempt on the part of all to create a school community, of equality, fairness and care"* The school has taken many measures to create a coping, supportive and caring ethos in the school. The school has also formulated several policies and procedures to be followed with a view to ensuring the physical and psychological safety of both staff and students during the normal course of the school day and in the event of a critical incident.

These policies include:

- Health and Safety Policy
- Anti-Bullying Policy
- Code of Behaviour
- S.P.H.E Programme
- Return to schools policy

Tá an bord bainistíochta trí phríomhoide na scoile, Colm Breathnach tar éis Polasaí ar Theagmhais Chriticiúla a scríobh. Tá sé mar sprioc againn Foireann Bainistíochta Teagmhais Chriticiúla (FBTC) a bhunú leis an bplean seo a threorú agus a fhorbairt.

The Board of Management, through the Principal Colm Breathnach, has drawn up a Critical Incident Management Plan as one element of the school's policies and plans. Our aim is to establish a Critical Incident Management Team (CIMT) to steer the development and implementation of the plan.

Ceapadh an chéad dréacht den pholasaí seo ag cruinniú foirne ar an 8 Márta 2010

- ❖ Athbhreithniú ar an 10/6/13 ag cruinniú foirne.
- ❖ Dara Athbhreithniú ar an 8/9/14 toisc go raibh athru foirne ann.
- ❖ Triú Athbhreithniú 23 Samhain 2016
- ❖ Ceathrú Athbhreithniú Samhain 2017
- ❖ Cúigiú Athbhreithniú Meán Fómhair 2019
- ❖ An séú athbhreithniú Deireadh Fómhair 2020

An Seachtú Athbhreithniú Meán Fómhair 2021

This policy was first formulated at a staff meeting on 8th March 2010.

- ❖ *The first review of this policy was at a staff meeting on 10 June 2013*
- ❖ *The second review was on the 8/9/14 due to staff changes.*
- ❖ *The third review was on the 23 November 2016.*

- ❖ *The fourth review was in November 2017*
- ❖ *5th Review September 2019*
- ❖ *6th review October 2020.*

7th Review September 2021

Review and Research

The CIMT has consulted publications listed in the resources section the Department of Education and Science publication 'Responding to Critical Incidents' as well as the following resource documents provided to schools:

When Tragedy Strikes: Guidelines for Effective Critical Incident Management in Schools (INTO/Ulster Teachers Union 2000)

Responding to Critical Incidents; Guidelines for Schools (NEPS 2007)

Guidelines for Schools on How to Respond to the Sudden Unexpected Death of a Student (ASTI 1997)

Suicide Prevention in Schools: Best Practice Guidelines (IAS, National Suicide Review Group 2002)

Reopening school Department of Education & skills.

1. Sainmhíniú.

Agus an plan á fhorbairt againn, ní mór dúinn sainmhíniú a thabhairt ar cad is Teagmhas Criticiúil ann. Is féidir féachaint orthu mar theagmhais a sháraíonn gnáth mheicníochtaí déileála na scoile agus a chuireann isteach ar rith na scoile. Seo leanas roinnt rudaí a chuirfeadh isteach ar rith na scoile:

- Cailleadh duine de phobal na scoile trí bhás tobann, timpiste nó féinmharú
- Briseadh isteach sa scoil
- Dochar tromchúiseach d'fhoirgneamh na scoile de bharr dóiteáin/ tuillte
- Timpiste ag baint le daltaí nó baill foirne ag an scoil nó lasmuigh di
- Ionsaí fisiciúil ar dhalta(i) nó ar bha(i)ll foirne nó briseadh isteach sa scoil
- Timpiste / tragóid sa phobal máguaird.
- Duine de phobal na scoile a dhul ar iarraidh

1. Definition of Critical Incident:

The staff and management of Gaelscoil Iarfhilach 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. Types of incidents might include:

- *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*
- *An accident/tragedy in the wider community*
- *Serious damage to the school building through fire, flood, vandalism, etc*
- *A physical attack on a staff member or student*
- *The disappearance of a member of the school community*

2. Aidhm

An príomhaidhm ata leis an bplean seo ná cabhrú le bainistíocht agus foireann na scoile gníomhú go tapaidh agus go heifeachtach i gcás eachtra, smacht a choinneáil agus tacaíocht cheart agus oiriúnach a chuir at fáil do dhaltaí agus foireann na scoile. Ba choir go gcabhródh an phlean filleadh ar an ngnáth chomh tapaidh agus is féidir.

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 limited. It should enable us to affect 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.

3. Sábháilteacht Fhisiciúil

Oscailt agus dúnadh na scoile

- Osclaíonn doirse na scoil ag 8.40 r.n. Tá cheithre bhealach isteach.
- Críochnaíonn Naíonáin Shóisireacha agus Shinsearacha ag 1.40 i.n. Déanann an múinteoir ranga feitheoireacht orthu go dtí go mbailíonn tuismitheoirí iad.
- Críochnaíonn daltaí rang a 1 go dtí 4 ag 2.40i.n agus déanann an múinteoir ranga feitheoireacht orthu go dtí go mbailítear iad.
- Críochnaíonn daltaí rang a 5 agus 6 ag 2.40i.n. agus bailíonn tuismitheoirí iad nó déanann siad a mbealach féin abhaile má tá cead scríofa ag an scoil.
- Fanann daltaí nach bhfuil bailithe leis an múinteoir ranga nó ag oifig na scoile agus cuireann an múinteoir /rúnaí/príomhoideglaoch ar thuismitheoirí/ caomhneoirí,

- Tá freagracht feitheoireacht na ndaltaí a fhreastalaíonn ar chlub obair bhaile nó imeachtaí iar scoile ar an múinteoir/ duine fásta i gceannas

Am Sosa/ Am Lóin

Bíonn na ranganna ar fad ar an gclós do am sosa ó 10.50 -11.00r.n. Déanann beirt mhúinteoir agus CRS feitheoireacht.

POD1 Sos 10.45-10.55 Lón 12.00-12.25

POD 2 Sos 10.55-11.05 Lón 12.30-12.55

POD 3 Sos 11.05-11.15 Lón 1.00-1.25

Bíonn rota feitheoireachta ag gach pod.

Ar laethanta fliucha fanann na daltaí sna seomraí ranga agus déantar feitheoireacht orthu ansin

Rialacha an chlóis

- Síúl sa scoil ach go hairithe ar na staighre
- Inis don mhúinteoir i bhfeighil faoi aon eachtraí ar an gclós
- Caithfidh páistí fanacht sa spás ata ainmnithe dá rang agus iad ar an gclós.
- Níl cead an chlós a fhágáil gan chead duine fásta

3.Physical safety

School opening and Closing

- School doors open at 8. 40a.m. There are four entry points.
- Junior and Senior Infants finish school at 1.40p.m. and are supervised by the class teacher until they are collected.
- First to fourth classes finish at 2. 40p.m and are supervised by the class teacher until they are collected.
- Fifth and sixth classes finish at 2.40p.m. and are collected by parents or make their own way home if the school has received written permission.
- Children who remain uncollected wait outside the school office and the class teacher /principal/secretary makes phone contact with parents / guardians regarding collection.
- Supervision of children involved in any afterschool activities is the responsibility of the teacher/adult in charge.

Break/Lunch Times

POD1 Sos 10.45-10.55 Lón 12.00-12.25

POD 2 Sos 10.55-11.05 Lón 12.30-12.55

POD 3 Sos 11.05-11.15 Lón 1.00-1.25

On wet days children remain in their classrooms and are supervised by two teachers.

Rules of the playground –

- Walk in the school especially on the stairs
- Tell the teacher in charge about incidents in the playground
- The following are totally prohibited:
 - Rough play (wrestling, pushing, kicking, pulling, fighting, running wild)
 - Bad language and name-calling
 - Loitering near the exits (stairs & doors)
- Children must remain in their designated area.

Plean aslonnaithe

Tá plean aslonnaithe curtha le chéile ag úsáid leagan amach na scoile ón Roinn Oideachais agus Scileanna

Evacuation Plan Formulated

Evacuation plan has been formulated by the school staff in conjunction and using plans drawn up The Department of Education and Skills

Druil dóiteain

Déanann na múinteoirí ranga lógáil ar dhruil dóiteáin

Regular Fire Drills Occur

Fire drills are logged by class teachers.

Bealaí eigeandála agus múchtóir dóiteáin

Déantar seiceáil rialta ar bhealaigh eigeandála agus ar mhúchtóirí dóiteáin

Fire Exits And Extinguishers

Fire exits and extinguishers are regularly checked.



Turas Scoile/ Imeachtaí seachtrach

Bíonn cead thuismitheora ag teastáil do imeachtaí seachtracha scoile agus turais scoile. Déanfar feitheoireacht chúil i gconaí. Beidh bosca garchabhair agus liosta uimhreacha éigeandála na bpáistí ag an mhúinteoir i gceannas

School Tours / Out of School Activities

Children taking part in out of school activities or on school tours only do so with consent from parents. Children will always be adequately supervised. The teacher in charge will carry a first aid kit and emergency contact details for all children taking part.

Cuairteoirí ag an scoil

Ba cheart do chuairoteoirí ag an scoil teagbháil a dhéanamh ar an nguthán roimhré. Ba chóir go mbeadh coinne acu. Caithfidh gach cuairteoir atá níos mó ná 12 bliana daois masc a chaitheamh.

Visitors to the school

Visitors to the school should make phone contact prior to the visit. Visits should be by appointment. All visitors over 12 years of age should wear a mask.

1. Sábháilteacht Siceolaíoch

Tá sé i gceist ag Bord Bainistíochta agus Foireann Ghaelscoil Iarfhiltha go n-úsáidfear cláracha oiriúnacha atá ar fáil chun forbairt pearsanta agus sóisialta na ndaltaí a chothú, chun cur leis an mothúchán sábháilteachta agus slándáileachta atá sa scoil agus chun deiseanna plé agus smaoiniamh a thabhairt dóibh.

- Tá OSPS comhtháite in obair na scoile. Tugtar faoi sa churaclam tríd deileáil le ceisteanna mar bhrón agus cailteanas; athléimneacht; bainistíocht coimhlinte; fadhbréiteach; ag lorg cabhair; bulaíocht; cinnteoireacht agus ag cur cosc le mí-úsáid alcól agus drugaí.
- Cuirfear traenáil ar fáil do bhaill fóirne dá rólanna in OSPS.
- Tá taithí ag baill fóirne ar threoirilinte Chaomhnú Páistí agus na Nósanna Imeachta a ghabhann leo.
- Tá leabhair agus acmhainní faoi dheacrachtaí a bhaineann le páistí bunscoile ar fáil agus níos mó ordaithe.
- Tá gaol á láidriú idir an scoil agus eagraíochta taobh amuigh, m.sh NEPS, HSE, Child & Family Centre.
- Má tá daoine ón taobh amuigh ag teacht chun labhairt leis na daltaí i nGaelscoil Iarfhiltha, déanfar é i gcomhthéacs ár bpolasaí Caomhnú Páistí. Cinntítear roimhré cén eolas a bheidh ar fáil do na páistí, cad é saineolas an soláthraí, agus bíonn an múinteoir i gconaí i láthair.

- Tá polasaí láidir frithbhulaíochta sa scoil agus déantar déileáil le bulaíocht dá réir.
- Má cheaptar go bhfuil páiste i mbaol ar shlí ar bith, deirtear leis an DLP, agus déantar gach iarracht cabhair agus tacaíocht a chuir ar fáil don pháiste sin. Insítear do thuismitheoirí agus nuair is gá, deirtear leis an eagraíocht cuí.
- Deirtear le baill fóirne cá bhfuil cabhair ar fáil dóibh féin. (VHI Assist)
- Le blianta beaga anus tá baill foirne ag freastal ar chúrsa Incredible Years.
- Tá rang 2 – rang 6 ag baint úsáid as an clár Weaving Wellbeing, téarma 1 2021

2. Psychological safety

The management and staff of Gaelscoil Iarfhiltha 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.

- Social, Personal and Health Education (SPHE) is integrated into the work of the school. It is addressed in the curriculum by addressing 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
- Staff have access to training for their role in SPHE
- Staff are familiar with the Child Protection Guidelines and Procedures and details of how to proceed with suspicions or disclosures
- Books and resources on difficulties affecting the 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
- 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. (See Section 7 of *Responding to Critical Incidents: Guidelines for Schools*)
- The school has a clear policy on bullying and deals with bullying in accordance with this policy
- There is a care system in place in the school
- Students who are identified as being at risk are referred to the designated staff member. Parents are informed, and where appropriate, a referral is made to an appropriate agency
- Staff are informed about how to access support for themselves
- Staff members have been trained in the Incredible Years Programme.
- Rang 2 – Rang 6 follow the Weaving Wellbeing Programme during Term 1

Critical Incident Management Team (CIMT)

Tá foireann Bainistíochta do Theagmhais Chriticiúla curtha le chéile mar a mholtar. Roghnaíodh baill an fhoirinn ar bhonn dheonach, agus leanfaidh siad sna rólanna seo ar feadh bliana scoile ar a laghad.. Tiocfaidh an fhoireann le chéile go bliantiúil le achomharc agus uasdátú a dhéanamh ar an bplean mar is gá ó am go ham, agus nuair a tharlaíonn teagmhas criticiúil. Tá fillteán do Theagmhais Chriticiúla ag gach ball den fhoireann bainistíochta le cóip den polasaí seo ann agus pleananna agus acmhainní atá oiriúnach dá ról ar an bhfoireann.

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 to their role, to be used in the event of an incident.

Na príomh rólanna atá i gceist ná:

- Stiúrthóir Fóirne
- Ról Idirchaidrimh leis na Gardaí
- Ról Idirchaidrimh leis an bhfoireann
- Ról idirchaidrimh leis na daltaí
- Ról idirchaidrimh leis na tuismitheoirí
- Ról idirchaidrimh leis an bpobal
- Ról idirchaidrimh leis na meáin cumarsáide
- Riarthóir

Roles

The key roles are as follows:

- | | | |
|-------------------|---------------------|-----------------|
| • Team Leader | • Parent liaison | • lead worker |
| • Student liaison | • Garda liaison | representative |
| • Staff liaison | • Community liaison | • Media liaison |
| • Administrator | | |

Stiúrthóir Fóirne

- Cuireann baill Fhoireann Bainistíochta do Theagmhais Chriticiúla ar an eolas agus eagraíonn cruinniú leo.
- Comhordanú ar thascanna an fhoireann
- Téann i dteangmháil leis an mBord Bainistíochta, NEPS, ROE, HSE
- Téann sí i dteangmháil leis an gclann atá faoi mhéala
- Muna bhíonn an Príomhoide ar fáil, glacfaidh an Príomhoide Tánaisteach an ról seo.

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; DES; NEPS; SEC
- Liaises with the bereaved family.
- If the principal is not available, the deputy principal will take this role
- **Ról idirchaidrimh leis na Gardaí** (Is féidir le seo bheith mar chuid de ról an Stiúrthóir fóirne)
 - Teangmháil leis na Gardaí
 - Cinntíonn sé/sí go bhfuil aon eolas cruinn sular scaipfear é

Garda liaison (This may be part of the team leader's role)

- Liaises with the Gardaí
- Ensures that information about deaths or other developments is checked out for accuracy before being shared

Ról idirchaidrimh leis an bhFoireann

- I gceannas ar chruinnithe a reachtáil don bhfoireann, áit ina mbeadh na fíricí á roinnt agus áit go mbeadh seans ag baill fóirne a mothúcháin a nochtadh, ceisteanna a chuir agus tráthchlár don lá a eagrú
- Tugann sé/sí comhairle don fhoireann faoi faire amach do pháistí leochaileach
- Cuireann sé/sí ábhar ar fáil don bhfoireann ón bhfillteán Theagmhais Chriticiúla
- Coinníonn se/sí an fhoireann suas chun dáta ar an eolas i rith an lae
- Tá sé/sí aireach d'aon bhall fóirne ata leochaileach agus déanann sé/sí gach iarracht labhairt leo, leo féin
- Tugann sé/sí uimhir EAS (Employee Assist) 1800 411 057 chun cabhrú le múinteoirí go bhfuil cabhair uathu

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
- Provides materials for staff (from their critical incident folder)
- Keeps staff updated as the day progresses
- Is alert to vulnerable staff members and makes contact with them individually
- Advises them of the availability of the EAS and gives them the contact number.

Ról idirchaidrimh leis na Daltaí

- Cuireann sé/sí an fhoireann ar an eolas faoi pháistí leochaileach

- Cuireann sé/sí ábhair ar fáil do dhaltáí ón bhfillteán Theagmhais Chriticiúla
- Coinníonn sé/sí tuairisc de pháistí gur bhuail daoine ó eagraíochtaí taobh amuigh den scoil leo.
- I bhfeighil ar sheomra oiriúnach “ciúin” a chuir ar fáil agus i bhfeighil ar chinntiú go bhfuil duine i gceannas air i gcónaí.

Student liaison

- Alerts other staff to vulnerable students (appropriately)
- Provides materials for students (from their critical incident folder)
- Keeps records of students seen by external agency staff
- Looks after setting up and supervision of ‘quiet’ room where agreed

Ról idirchaidrimh leis an bPobal

- I bhfeighil ar liosta de theagmhálaithe atá suas chun dáta a choimeád – Tuistí tábhachtach msh, Príomh bhaill de Choiste na dTuismitheoirí; Seirbhísí Tacaíochta éigeandala agus teagmhálaithe agus acmhainní tábhachtacha eile
- Déanann sé/sí nasc le eagraíochtaí sa Phobal ag lorg tacaíocht agus atreorú atá de dhíth
- Consiasach de gur gá cúlra agus sonraí d’éinne ata ag iarraidh tacaíocht a thabhairt a lorg agus a sheiceáil
- Comhordiniú ar eagraíochtaí oifigiúla sa phobal
- Cuireann sé/sí i gcuimhne d’ionadaithe na heagraíochtaí seachtracha suantais lena nainmneacha orthu a chaitheamh
- Coinníonn sé/sí an Fhoireann Bainistíochta do Theagmhais Chriticiúla ar an eolas faoin bpáirt ata á ghlacadh ag na heagraíochtaí Seachtracha

Community/agency liaison

- Maintains up to date lists of contact numbers of
 - Key parents, such as members of the Parents Council
 - Emergency support services and other 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
- Reminds agency staff to wear name badges
- Updates team members on the involvement of external agencies

Ról idirchaidrimh leis na tuismitheoirí

- Tugann sé/sí cuairt ar an gclann faoi mhéala leis an stiúrthóir fóirne

- Eagraíonn sé/sí cruinnithe tuistí más gá
- Déanann sé/sí eascaíocht do na cruinnithe seo agus bíonn sé/sí i bhfeighil ar "Cheisteanna & Freagraí"
- Cinntíonn sé/sí go bhfuil aon cheisteanna faoi aontú maidir le foirmeacha srl á leanúint mar atá i bpolasaithe na scoile
- Cinntíonn sé/sí go bhfuil na litreacha samplacha réidh ar ríomhaire na scoile, ullamh le cuir in oiriúint d'aon chás
- Eagraíonn sé/sí seomra le haghaidh cruinnithe Tuistí
- Coimeádann sé/sí cuntas de thuismitheoirí a labhair leis/léi
- Buaileann sé/sí le tuistí indibhidiúil
- Cuireann sé/sí ábhar oiriúnach ar fáil ón bhfillteán Theagmhais Chriticiúla

Parent liaison

- Visits the bereaved family with the team leader
- Arranges parent meetings, if held
- May facilitate such meetings, and manage 'questions and answers'
- Manages the 'consent' issues in accordance with agreed school policy
- Ensures that sample letters are typed up, on the school's system and ready for adaptation
- Sets up room for meetings with parents and maintains a record of parents seen
- Meets with individual parents
- Provides appropriate materials for parents (from their critical incident folder)

Ról idirchaidrimh leis na meáin cumarsáide

- Go mbeadh Plean leagtha amach roimhré ar chonas deileáil le eachtraí áirithe a d'fhéadfadh titim amach, (m.sh. Daltaí á chur faoi agallamh, griangrafadóirí ar shuíomh na scoile srl)
- I gcás Theagmhais, go mbuailfeadh sé/sí leis an INTO srl mar is gá
- Go mbeadh Preas ráiteas curtha le chéile, seisiún eolais agus agallaimh a chuir ar fáil do na meáin (mar a cheadaíonn an Bord Bainistíochta)

Media liaison

- 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,)
- In the event of an incident, will liaise where necessary with the SEC; relevant teacher unions etc.
- Will draw up a press statement; give media briefings and interviews (as agreed by school management)

Riarthóir

- I bhfeighil ar uimhreacha teagmhála tuistí agus Caomhnóirí; múinteoirí; seirbhísí Éigeandála a choimeád suas chun data
- Glacann sé/sí le glaochanna gutháin agus coimeádann sé/sí cuntas de na glaochanna atá freagra le tabhairt orthu
- Cinntíonn sé/sí go bhfuil teimpléidí ullamh ar ríomhairí scoile roimhré, réidh le cur in oiriúint don suíomh
- Ullmhaíonn sé/sí litreacha, ríomh-phostanna/faics agus seolann amach iad
- Déanann sé/sí cóipeanna d'aon ábhar atá ag teastáil
- Coimeádann sé/sí cúntais

Administrator

- Maintenance of up to date telephone numbers of
 - Parents or guardians
 - Teachers
 - Emergency services
 - Takes telephone calls and notes those that need to be responded to
 - Ensures that templates are on the schools system in advance and ready for adaptation
 - Prepares and sends out letters, emails and faxes
 - Photocopies materials needed
 - Maintains records

Ról an Phríomhionadaí Oibríthe (PO)

Go hachomair, is é ról an PO ná:

- Ionadaíocht a dhéanamh ar son an fhoireann ar fad san ionad oibre, beag beann ar an ról atá acu, agus a bheith ar an eolas ar na saincheistean a d'fhéadfadh teacht chun cinn maidir le cohóirt áirithe foirne;
- A bheith ag comhoibriú le bainistíocht na scoile chun sábháilteacht, sláinte agus leas na bhfostaithe maidir le COVID-19 a chinntiú, a oiread agus is féidir;
- A bheith ar an eolas maidir leis an gcomhairle is déanaí ón Rialtas maidir le COVID-19;
- I gcomhpháirt le bainistíocht na scoile, dea-chleachtais sláinteachais a chur chun cinn ar nós lámha a ní go rialta agus dea-bhéasa anála a chothú chomh maith le scaradh sóisialta a choinneáil de réir chomhairle sláinte poiblí;
- Cabhrú le bainistíocht na scoile bearta rialaithe um chosc ar ionfhabhtú a chur i bhfeidhm chun COVID-19 a chur faoi chois san ionad oibre de réir an Phrótacail um Oibriú go Sábháilte agus an chomhairle reatha maidir le sláinte phoiblí;
- I gcomhpháirt le bainistíocht na scoile, monatóireacht a dhéanamh ar an méid atáthar ag cloí le bearta chun leathadh COVID-19 a chosc;
- Athbhreithnithe a dhéanamh go rialta ar bhearta sábháilteachta;
- Ábhar inní ar bith a thuairisciú láithreach do bhainistíocht na scoile agus taifid ar na ceistean sin agus na gníomhartha a glacadh chun dul i ngleic leo a choinneáil;
- Dul i gcomhairle le bainistíocht na scoile ar Phlean Freagartha COVID-19 sa chás ina dtagann COVID-19 ar dhuine agus iad ar scoil lena n-áirítear suíomh ionaid leithlise agus bealach sábháilteacht chuig an ionad sin;
- Tar éis aon eachtra, déan measúnú le bainistíocht na scoile ar aon ghníomh iarchúram a theastaíonn;
- Dul i gcomhairle le comhghleacaithe ar cheistean maidir le COVID-19 san ionad oibre;
- Ionadaíocht a dhéanamh do bhainistíocht na scoile ar son a gcomhghleacaithe ar cheistean maidir le COVID-19 san ionad oibre.

Lead worker representative

In summary, the role of the Lead Worker Representative is to:

- represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts
- work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19
- keep up to date with the latest COVID-19 public health advice
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice
- assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice

- in conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19
- conduct regular reviews of safety measures
- report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them
- consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area
- following any incident, assess with the school management any follow up action that is required
- consult with colleagues on matters relating to COVID-19 in the workplace
- make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace

Every school will appoint one Lead Worker Representative.

In schools with less than 30 staff, a Deputy Lead Worker Representative will be appointed in addition to the LWR. The role of the Deputy LWR will be to deputise as LWR where the LWR is absent.

In schools with 30 or more staff and in all Special schools, an Assistant Lead Worker Representative will be appointed in addition to the LWR. The role of the Assistant LWR will be to:

- assist the LWR in their duties as set out above
- deputise as LWR where the LWR is absent

All staff, pupils, parents, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the COVID-19 Response Plan and associated control measures.

Ag Coimeád Cúntais

I gcás Teagmhais Chriticiúil, coimeádann gach ball den bhFoireann Bainistíochta do Theagmhais Chriticiúla cúntas de ghlochanna gutháin déanta nó glactha, litreacha a fuarthas agus a seoladh amach, daoine a buaileadh leo, idirghabháil déanta, ábhair úsáidte srl. Beidh ról lárnach ag Rúnaí na Scoile ag deileáil le gllochanna gutháin agus ag coimeád cúntas díobh, ag seoladh litreacha, cóipeáil ábhar srl Rúndaíocht agus cosaint ainm mhaith dhaoine

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.

The school secretary, Anne will have a key role in receiving and logging telephone calls, sending letters, photocopying materials, etc.

Príomháideacht agus Ainm Maith

Tá freagracht ar Bhord Bainistíochta agus ar Fhoireann Ghaelscoil Iarfhiltha príomháideacht agus ainm mhaith na ndaoine atá gafa i dteagmhasc chriticiúil ar bith a chosaint, agus bíonn orthu a bheith cúramach agus discréideach i gcás aon ráiteas poiblí. Coinneoidh baill fóirne na scoile é seo chun cinn agus déanfaidh siad gach iarracht cinntiú go ndéanann daltaí é seo chomh maith. Mar shampla, ní úsáidfean an téarma "féinmharú" ach amháin má tá eolas cinnte gurb é féinmharú atá i gceist agus go gceadaíonn an clann faoi mhéala úsáid an tearma sin. Is féidir na frásaí "bás tragóideach" nó "bás tobann" a úsáid go dtí go mbíonn na fíricí cinntithe go h-iomlán de réir dlí. Is féidir an téarma "bás foréigeanach" a úsáid ina ionad.

Confidentiality and good name considerations

The management and staff of *Gaelscoil Iarfhiltha* 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 Teagmhas Chriticiúil

I gcás Teagmhas chriticiúil, úsáidfean:

An Seomra Fóirne mar phríomhsheomra le buaileadh leis an bhfoireann
Seomraí Ranga le buaileadh le daltaí i ngrúpaí
An halla le buaileadh le tuismitheoirí
An halla do na meáin
Seomra múinteoir ORS do pháistí aonaracha
An halla do chuartheoirí eile
Seomra Covid

Critical incident rooms

In the event of a critical incident,

Staff room will be the main room used to meet the staff

Classrooms for meetings with students

Special Education rooms for meetings with individual students

The hall for parents

The hall for media

Covid room

The hall for other visitors

Comhairliúchan agus cumarsáid maidir leis an bplean

Chuathas i gcomhairle leis and bhfoireann go léir agus lorgaíodh dtuairimí chun an polasaí agus an plean seo a ullmhú. Cuireadh polasaí agus plean deiridh na scoile i ndáil le freagairt do theagmhais chriticiúla i láthair na foirne go léir. Tá cóip phearsanta ag gach ball den fhoireann do theagmhas criticiúil.

Cuirfidh Leas Phríomhoide na scoile, Aisling Ní Chlauanáin na baill nua agus baill shealadacha go léir ar an eolas faoi mhionsonraí an phlean.

Tabharfar an plean suas go dáta gach bliain.

Consultation and communication regarding the plan

All staff were consulted, and their views canvassed 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 a personal copy of the plan.

All new and temporary staff will be informed of the details of the plan by Deputy Principal Aisling Ní Chluanain.

The plan will be updated annually

Ghlac Bord Bainistíochta na scoile leis an leagan seo den phlean (7ú) ag cruinniú den Bhord Bainistíochta ar an 19 Deireadh Fómhair 2021

Sínithe:

Cathaoirleach _____ **Dáta:** _____

Príomhoide _____ **Dáta:** _____

CRITICAL INCIDENT MANAGEMENT PLAN

Management Team:

School Principal Príomhoide	Colm Breathnach	087-2859889
School Deputy Principal Leas-Phríomhoide	Aisling Ní Chluanain	087-3114073
Teaching Staff 2021-2022 Múinteoirí	Colm Breathnach PO Ciara Ní Chorrduibh NB Aisling Ní Chluanain, NM Eleanor Ní Dhomhnalláin R1 Sinead Uí Fhlathartaigh R2 Anna de Búrca R2 Áine Ní Chonaire R3 Aedín Ní Fhátharta R4 Michelle Cosgrove R5 Cathal Ó Conaire R6 Ita Seoighe, ORS Ann Uí Laighin ORS Bríd Ní Dhonnchadha ORS Aoife Bheilbigh ORS	087-2859889, 087-3114073, 087-9831239, 087-6132732, 087-6949922, 087-9807358 085-1498272, 086-8876862, 087-2530612, 087-2821982, 086-1535479, 087-7690526, 085-1148148, 087-7955689
C.R.S S.N.A	Lisa Steede, Sara O' Connor, Collette Carrol	087-6943647, 087-9310428, 0876723799
School Secretary Runaí Scoile	Anne Nestor	086-1646852
School Chaplain Seplíneach Scoile	Fr. Pat Farragher Fr. Seán Flynn	(093)24250
Airíoch	Francis Dowd	087-6686953
Iondaithe/Substitiues	Clúdóidh múinteoirí atá ag ionadócht ar feadh tréimhse fada 6 mhí +don mhuinteoir atá amuigh. Substitute teachers 6 months plus will cover for the teachers that they are replacing.	

The Critical Incident Management Team may co-opt other members to assist them, should they deem it necessary.

Key roles assigned by team leader:

<u>Role</u>	<u>NAME</u>	<u>Phone number</u>
Team Leader / Garda Liaison	Colm	087 2859889
Príomhionadaí oibríthe/LWR	Cathal/ Eleanor	
Student Liaison	Each Pod will provide one person	
Staff Liaison	Each Pod will provide one person	
Media Liaison & Community / Agency Liaison	Each Pod will provide one person	
Parent Liaison	Each Pod will provide one person	

Short term actions and roles assigned - 1st day:

<u>Task</u>	
Gather accurate information (Who, What, When, Where?)	Colm
Convene a CIMT meeting	Aisling
Contact external agencies	Oifig
Arrange supervision for students	Foireann ORS,CRS
Hold staff meeting	Aisling & Colm
Organise time table for the day	Colm, Aisling, Anne (R)
Inform students(Close friends may need to be told separately)	Múinteoir Ranga
Compile a list of vulnerable students	Múinteoir Ranga Foireann ORS
Contact / visit the bereaved family	P.O & Múinteoir Ranga
Prepare and agree media statement and deal with the media	Oifig
Inform parents	Colm
Hold end of day staff briefing	Aisling

Medium term actions and roles assigned - 24 – 72 hours:

Convene CIMT meeting to review the events of the first 24 hours	Aisling
Meet external agencies	Colm
Meet whole staff	Colm
Arrange support for students , staff, parents	Colm
Visit the injured	P.O & Múinteoir Ranga

Liaise with bereaved family regarding funeral arrangements	P.O
Make decisions about school closure	P.O, Bord Bainistíochta

Follow –up Beyond 72 hours.

Monitor students for continuing signs of distress	Múinteoir Ranga
Liaise with agencies regarding referrals	P.O, ORS
Plan for return of bereaved students	P.O, ORS
Plan for giving of 'memory box' to bereaved family	ORS, Muinteoir Ranga
Decide on memorials and anniversaries	Múinteoirí Ranga, Foireann ORS
Review response to incident and amend critical incident plan appropriately	P.O

Emergency Contact Numbers:

<u>Agency</u>	<u>Contact Numbers</u>
Gardaí	093 24202/093 70840
University College Hospital Galway	(091)544544 (091) 542385
Merlin Park Regionl Hospital	(091)775775
Bon Secours	(091) 757711
Galway Clinic	(091) 785000
Mayo General	(094) 9021733
Portiuncula	(090) 9648221
West Doc	(1850) 365000
Fire Brigade	999 / 112 / (093) 24991 / (091) 585555
N.E.P.S. Galway	(091) 864518
Psychologist Áine Frehilly	
Ambulance	999
Order of Malta	(087) 2284554
Teach an tSagairt	(093) 24250
D.E.S	(090) 6442700
Athlone Office	(090) 6483600
HSE	(093) 735010
Tuam Health Centre	(093) 24396
Cigire: Christina Casserly	087 2497478
INTO	(01) 8047700
Dochtúirí: Ann Kingston	(093)28498
B. Day	(091) 797106
Claire Gerrity	(093) 28498
Dr. Cunningham	(094) 965904
Dr. Glennon	(093)28585
Dr. Loftus	(093) 24175
Dr. Mitchell	(093) 26188
Eamonn Twomey	(091) 797106
Enda Hahren	(093)28498
Fionnula Doyle	(093) 24154
Gary Curran	(094) 9364142
Jarlath Cahill	(093) 26188
Jarlath Deignan	(093)24154
Jim Moore	(090) 9679977
Mary Convoy	(091) 799090
Mary Waldron	(093)28498
Mattie Gannon	(093)28606
P. Kerrigan	(093)35946
Paddy McDonagh	(091) 797163
R. O'Connor	(093)26188
Seamus Cunningham	(093) 28760

Yvonne Sayers HSE 1850 24 1850	(093) 24155
Foras Pátrúnachta Caoimhín Ó hEaghra	(091) 6294110 (086) 1738044
Gaelscoileanna	(01)8535195
Bus Scoile Bus	Feeney (091) 537694 Costello's (093) 41444 Burke's (093) 55416 Nolan's (093) 47711 Mullins (087)6982535

Sample Letter to Parents / Guardians:

Dear Parents/Guardians

The school has experienced (the sudden death/injury) to one of our students/staff. We are deeply saddened by this death/injury. *(Brief details of the incident, and in the case of death, perhaps some positive remembrances of persons lost)*

We have support structures in place to help your child cope with this tragedy.

(Elaborate)

It is possible that your child may have some feelings that he may like to discuss with you. You can help your child by taking time to listen to him and encouraging him to express his feelings. It is important to give truthful information that is appropriate to his age.

If you would like any advice or support you may contact the following people at school.

(Details)

Principal.

Sample letter requesting consent for Involvement of Outside Professionals.

Dear Parents/Guardians,

Following the recent (tragedy/ death of x) we have arranged specialist support for students in the school who need particular help. (X) is available to help us with this work. The support will usually consist of talking to children either in small groups or on a one to one basis, and offering reassurance and advice as appropriate Your child has been identified as one of the students who would benefit from meeting with (X). If you would like your child to receive this support, please sign the attached permission slip and return it to the school by

If you would like further information on the above or if you would like to talk to the psychologist, please indicate this on the slip, or contact the school.

Principal.

I/We consent to having our child meet with _____.

I understand that my child may meet x in an individual or group session, depending on the arrangements that are thought most appropriate.

Name of Student: _____

Class: _____

Date of Birth: _____

Signed: _____

(Parents /Guardians)

USEFUL CONTACT NUMBERS:

GARDAÍ	09370840
NEPS	091864518
BARNARDOS	01 450355
CHILDLINE	1800 666666
AWARE	01 661 7211 1890 303302
NATIONAL SUICIDE BEREAVEMENT SUPPORT	Galway Diocesan Pastoral Centre 091 565066 Sr Marguerite Buckley 087 6405239 Mary O' Sullivan 091 548360
Console	091 769942
BEREAVEMENT COUNSELLING SERVICE	01 8391766
THE SAMARITANS	1850 609090
PARENTLINE	1890 927277
RAINBOWS Sr. Dorothy Somers	01 4734175 086-1960033
Bethany Bereavement Support	Julie Daly 087-6387144
Employee Assist	1800411057
Med Mark	091 514440
OCC Health Service	1890 235711

<u>Bord Bainistíochta</u>	
Treasa Ní Threasaigh	
Colm Breathnach	
Aisling Ní Chluanáin	
Máire Uí Chathail	
Dáithí Ó Cuinn	
Michelle Ní Bhranagáin	
Jimmy Wynne	

