



# Critical Incident Policy

*Policy Date:* \_\_\_\_\_

*Signature of Principal:* \_\_\_\_\_

*Signature of Chairperson of Board of Governors:* \_\_\_\_\_

*Review Date:* \_\_\_\_\_

## **Introduction**

This policy sets out the procedures to be followed to ensure the safety and protection of the whole school community in the event of a critical incident.

## **Definition**

A critical incident may be defined as any sudden and unexpected incident or sequence of events which cause trauma within a school community and which overwhelm the normal coping mechanisms within the school and is likely to have a long-term effect on pupils, staff or parents. The following list, though not exhaustive indicates the kinds of incidents that may be categorised as critical incidents.

- Family bereavement
- Death, serious illness or serious accident involving a member of the school community
- Suicide of a member of the school community
- Serious damage to the school buildings through fire, flood, vandalism or some other cause
- Serious emergency on school premises
- Serious violence or threat of serious violence to a member of the school community within or outside the school
- Serious injury or death of a member of the school community
- Intrusion into the school
- Disappearance of a member of the school community
- An accident or tragedy in the wider community

## **Critical Response Team**

Staff need to be in a position to respond effectively to any crisis that they may encounter, therefore a critical response team is established.

The critical response team comprises of Mrs Wallace, Principal and Mr Houston, Chairman of Board of Governors. If further help is needed Mrs Dixon, teacher and Rev Dinsmore should be contacted.

In the event of an emergency all staff, including non-teaching staff should be notified as soon as possible.

## **Action**

Children directly affected will be taken to the Assembly Hall/Staff Room/Principal's Office by a member of teaching staff, spoken to and listened to. The other teaching staff available will take the other children to their classrooms and continue as normal.

## **Contact – EA Critical Incident Response Team – Tel.: 028 82411287**

Chairman and secretary will deal with incoming phone calls. Little information to be given out as there is a need for Confidentiality.

- Relevant persons need accurate information and updates
- Require information as to which member of staff is dealing with what
- Keep notes on who has contacted school and nature of query

Principal will prepare letter to parents advising them of incident.

Principal will prepare statement for media if necessary, after consultation with EA.

Staff will be debriefed and decisions will be made for the following day.

- Nature of assembly
- Provision for children distressed by incident
- Continue liaison with families

Prepare for return to school following incident.

Provide care and reassurance for the carers/families involved.

If it is an accident involving a parent, take the phone call but **DO NOT TELL THE CHILD**. Inform Principal and Chairman and wait for family member to arrive. Speak to them to ascertain the facts and reassure them of school's support. Show family member to Principal's office and bring child to them. **DO NOT TELL OTHER CHILDREN**.

If a child is missing from school premises –

**PHONE POLICE IMMEDIATELY.**

**OMAGH: 101**

### **Monitoring and Evaluating the Policy**

Our policy will be reviewed every triennially and/or in the light of changes in legislation or practice following consultation with all staff members, parents and external agencies.