

SCOIL CHAITLÍN MAUDE



POLASÁÍ UM THEAGMHAS CRITICIÚIL

CRITICAL INCIDENT POLICY

Réamh Ráiteas/Introductory Statement

Thug foireann, pobal agus Bord Bainistíochta na scoile faoin bpolasaí seo a chur le chéile chun tacú linn teagmhas criticiúil a láimhseáil mar ba chóir. Rinneamar an plan a chur le chéile ag tagairt do

[Ag Freagairt do Theagmhais Chriticiúla Treoirínite do Scoileanna 2016](#)

This policy was devised and formulated by the school community, involving the Board of Management, parents and Staff of Scoil Chaitlín Maude in accordance with the document [RESPONDING TO CRITICAL INCIDENTS NEPS Guidelines and Resource Materials for Schools](#)

Aidhm/Aim

Is é aidhm an phlean ná cabhrú le bainistíocht na scoile freagairt do theagmhas criticiúil go tapaigh agus ar bhealach gairimiúil, tuisceanach. Tacóidh an plan linn a cinntiú go bhfuil an tacaíocht oiriúnach ar fáil do dhaltaí, d'fhoireann agus tuistí.

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.

Sainmhiniú/Definition

Is ionann teagmhas criticiúil agus teagmhas nó sraith d'imeachtaí ar bith a threascaíonn gnáthmheicníocht déileála na scoile.

Definition:

A critical incident is any incident or sequence of events which overwhelms the normal coping mechanisms of the school.

Samplaí/Sample

- *Cailltear duine de phobal na scoile trí bhás tobann, timpiste, tinneas foirceanta, bás gan choinne nó féinmharú/ The death of a member of the school community through accident, violence, suicide or suspected suicide or other unexpected death.*

- Timpiste ag baint le dalta(i) nó ar baill fhoirne ag an scoil nó lasmuigh di/ *An accident involving members of the school community.*
- Ionsaí fisiciúil ar dhalta(i) nó ar bhall/bhaill fhoirne /*Serious assault to a member of the school community.*
- Dochar tromchúiseach d'fhoirgneamh na scoile de bharr dóiteán, tuile, loitiméireacht/ *Serious damage to the school building through fire, flood, vandalism, etc.*
- Duine de phobal na scoile a dhul ar iarraidh/ *The disappearance of a member of the school community.*
- Timpiste/tragóid sa phobal máguaird/ *An accident/tragedy in the wider school community.*

Foireann Bainistíochta do Theagmhas Criticiúil/*Critical Incident Management Team:*

- Ceannaire na Foirne/Team Leader: Fíona O Fiaich (PO)/Máire Budhlaeir (Leas-PO)
- Caidrimh Foirne/Staff Liason Role: Fíona O Fiaich/Máire Budhlaeir
- Caidreamh Gárdaí/Gárda Liaison: Fíona O Fiaich/Máire Budhlaeir
- Caidreamh Daltaí/Pupil Communications Role: Fíona O Fiaich, Marian Bhreathnach
- Caidreamh Tuistí/ Caomhnóirí/Parent(Guardian) communications Role: Fíona O Fiaich, Áine Ní Fhaogáin
- Caidreamh Pobail & Meáin Cumarsáide/Public and Media communications Role: Fíona O Fiaich, Marcus O Léanacháin.
- Ceannaire Riaracháin/Administration: Rúnaí na Scoile.

Seo iad freagrachtaí a bhaineann le gach ról i gcás theagmhais chriticiúla/ghéibheannaigh ***Responsibilities of the CIMT***

Caidreamh Foirne/*Team Leader*

- Cuireann sí baill na foirne ar an eolas go bhfuil géarchéim ann agus tionóllann sí cruinniú/*Notifies the team of the incident and calls a meeting.*
- Tascanna na foirne a chomhordanú/*Coordinates the tasks of the team*
- Teagmháil leis an mBord Bainistíochta agus an Roinn Oideachais agus Eolaíochta agus NEPS/*Contacts and notifies the Board of Management, Department of Education and NEPS.*
- Teagmháil le clann an eachtra/*Contacts the family involved in the incident.*

Caidreamh Foirne/*Staff Communications Role*

- Freagrach as cruinnithe chun an fhoireann a chur ar an eolas faoi fhíricí an eachtra. Deis do bhaill na foirne a gcuid mothúcháin a chur in iúl agus clár an lae a leaghdh amach clár an lae/*Organise staff meeting to inform staff of the details of the incident and allow staff time to discuss and deal with their emotions in relation to the incident.*

- Treoir a thabhairt do bhaill eile na foirne faoi cabhrú le daltaí leochaileacha/*Discuss and advise how to deal with vulnerable pupils.*
- Treoir a thabhairt do baill foirne faoi cabhrú le baill foirne leochaileacha/*Discuss and advise how to deal with vulnerable staff members.*

Caidreamh Gardaí/*Garda Communications*

- Déantar teagmháil leis na Gardaí/*Contacts Gardaí.*
- Cinntítear cruinneas an eachtra sula roinntear an t-eolas/*Ensures accuracy of all details before any discussion with parties.*

Caidreamh Daltaí/*Pupil Communications Role*

- Freagrach as eolas a bhailiú ó na múinteoirí maidir le daltaí a cheaptar atá faoi bhrú/*Alerts other staff to vulnerable students.*
- Taifead a choimeád do gach dalta atá feicthe ag seirbhísí seachtracha/*Keeps records of students seen by external agency staff.*
- Cuirtear daltaí atá faoi bhrú in aithne do baill eile foirne/*Alerts other staff to vulnerable students.*

Caidreamh Tuistí(Caomhnóra)/*Parent(Guardian) Liaison*

- Tugtar cuairt ar an chlann faoi bhrón leis an bPríomhoide/*Visits the bereaved family with the Principal/*
- Eagraítear cruinniú le tuismitheoirí, más gá/*Arranges parent meetings, if necessary*
- Bainistiú ar ‘foirmeacha ceadúnais’ má tá gá leo de réir polasaí scoile/*Manages the ‘consent’ issues in accordance with agreed school policy*
- Cinntíonn go bhfuil litreacha samplacha réidh ar an gcóras scoile/*Ensures that sample letters are typed up, on the school’s system and ready for adaptation/*
- Eagraítear seomra do chruinnithe tuismitheoirí/ *Sets up room for meetings with parents*
- Coinníonn taifead de na tuismitheoirí ar bualadh leo/*Maintains a record of parents seen*
- Castar le tuismitheoirí ar leith/ *Meets with individual parents*

Caidreamh Pobail agus Meáin Cumarsáide/*Public and Media Communications.*

- Go mbeadh treoir cinnte leagtha amach faoi conas ceisteanna/iarratais ó na meáin a láimhseáil (agallaimh á chur ar dhaltáí, grianghrafanna á dtógáil sa scoil agus araile)/ *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*
- Scríobhfaidh preas ráiteas, tabharfaidh agallaimh do na meáin/ *Will draw up press statement, give media briefings and interviews.*
- Teagmháil a dhéanamh leis an bPátrúin/*Contact the school patron body where required.*

Coinneáil Taifead/*Record Keeping*

I gcás teagmhais coinneoidh gach ball den fhoireann taifid príomháideach de ghlaonna teleafóin a rinneadh agus a fuarthas, litreacha a sheoladh agus a fuarthas, cruinnithe a

tionóladh, daoine ar buaileadh leo, idirghabhálacha a úsáideadh, ábhar a úsáideadh agus araile. Beidh príomhról ag rúnaí na scoile agus riarthóir ó thaobh glaonna a fháil agus logáil, litreacha a sheoladh, fótacóipeanna a dhéanamh d'ábhair, agus araile/*In the event of an incident each member of the team will keep confidential records of phone calls made and received, letters sent and received, meetings held, persons met, interventions used, material used etc.*

Déanfar an plean seo a athbhreithniú go bliantiúil.

The plan will be reviewed annually.



Sínithe/Signed:

Dáta: 30/06/25

Cathaoirleach



Dáta: 30/06/25

Príomhoide

Foireann Bainistíochta do Theagmhas Criticiúil/*Critical Incident Management Team*

Eolas Teagmhála/*Contact Details*

| | | |
|---|--------------------------------------|--|
| Ceannaire Fóirne <i>Team Leader</i> | Fíona O Fiaich | |
| Caidrimh Foirne <i>Staff Liaison Role</i> | Fíona O Fiaich Conchúr O Fathaigh | |
| Caidreamh Daltaí <i>Pupil Communications Role</i> | Fíona O Fiaich Marian Bhreathnach | |
| Caidreamh Gárdaí <i>Gárda Liaison</i> | Fíona O Fiaich | |
| Caidreamh Tuistí (Caomhnóirí) <i>Parent (Guardian) Communications Role</i> | Fíona O Fiaich Áine Ní Fhaogáin | |

| | | |
|--|---------------------------------------|--|
| Caidreamh Pobail & Meáin Cumarsáide <i>Public and Media Communications Role</i> | Fíona O Fiaich Marcus Ó Léanacháin | |
| Riaracháin <i>Administration</i> | Juliette Molloy | |

GNÍOMHARTHA GEARRTHÉARMACHA – LÁ 1
SHORT TERM ACTIONS- DAY 1

| Tasc | Ainm |
|--|------------------|
| Bailigh eolas cruinn/ <i>gather accurate information</i> | |
| Cé, céard, cén uair, cén áit?/ <i>Who, what, when, where?</i> | |
| Tionóil cruinniú den Fhoireann Bainistíochta Teagmhais Chriticiúil (CIMT) – sonraigh an t-am agus an áit go soiléir/ <i>Convene a CIMT meeting- specify time and place clearly</i> | |
| Déan teagmháil leis na gníomhaireachtaí seachtracha/ <i>contact external agencies</i> | |
| Déan socruithe le maoirseacht a dhéanamh ar dhaltaí/ <i>Arrange supervision for students</i> | |
| Tionóil cruinniú foirne/ <i>Hold staff meeting</i> | |
| Comhaontaigh sceideal an lae/ <i>Agree schedule for the day</i> | Gach ball foirne |
| Cuir daltaí ar an eolas – (d’fhéadfadh sé gur ghá an scéal a insint do dhlúthchairde agus do dhaltáí a bhfuil difríochtaí foghlama acu astu féin)/ <i>Inform students (Close friends and students with learning differences may need to be told separately</i> | |
| Cuir liosta de dhaltáí leochaileacha i dtoll a chéile/ <i>Compile a list of vulnerable students</i> | |
| Déan teagmháil leis an teaghlach a fágadh faoi bhrón/tabhair cuairt air/ <i>Contact or visit affected family</i> | |
| Ullmhaigh agus aontaigh ráisteas do na meáin agus déileáil leis na meáin/ <i>Prepare and agree media statement and deal with media</i> | |
| Cuir tuimitheoirí/caomhnóirí ar an eolas/ <i>Inform parents</i> | |

| | |
|---|--|
| Tionól cruinniú fáisnéise den fhoireann ag deireadh an lae/ <i>Hold end of day staff briefing</i> | |
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GNÍOMHARTHA MEÁNTÉARMACHA - (LÁ 2 AGUS NA LAETHANTA INA DHIAIDH SIN)
MEDIUM TERM ACTIONS (DAY 2 AND FOLLOWING DAYS)

| Tasc | Ainm |
|---|-----------------------|
| Tionóil cruinniú den FBTC chun súil siar a chaitheamh ar ar tharla ar lá 1/ <i>Convene a CIMT meeting to review the events of Day 1</i> | Ceann Foirne |
| Buail le gníomhaireachtaí seachtracha/ <i>Meet external agencies</i> | |
| Buail leis an bhfoireann ar fad/ <i>Meet whole staff</i> | |
| Eagraigh tacaíocht do dhaltaí, don fhoireann, do thuismitheoirí/chaomhnóirí/ <i>Arrange support for students, staff, parents</i> | |
| Tabhair cuairt ar na daoine atá gortaithe/ <i>Visit the injured</i> | |
| Téigh i dteagmháil leis an teaghlach ar bhain an teagmhas dó maidir le socruithe sochraide/ <i>Liaise with bereaved family regarding funeral arrangements</i> | |
| An bhfreastalóidh lucht na scoile ar an tsochraid? An mbeidh siad páirteach inti?/ <i>Agree on attendance and participation at funeral service</i> | |
| Déan cinneadh faoin scoil a dhúnadh/ <i>Make decisions about school closure</i> | An Bord Bainistíochta |

OBAIR LEANTACH TAR ÉIS 72 UAIR A CHLOIG
 FOLLOW UP- BEYOND 72 HOURS

| Tasc | Duine |
|--|--|
| Déan monatóireacht ar dhaltaí lena chinntiú nach bhfuil siad fós trína chéile/ <i>Monitor students for signs of continuing distress</i> | Múinteoirí ranga |
| Coinnigh i dteagmháil le gníomhaireachtaí maidir le cásanna a chur ar aghaidh/ <i>Liaise with agencies regarding referrals</i> | |
| Déan pleananna don tráth a dtiocfaidh an dalta/na daltaí a fágadh faoi bhrón ar ais/ <i>Plan for return of bereaved student(s)</i> | |
| Déan pleananna le 'bosca cuimhní' a thabhairt don teaghlach a fágadh faoi bhrón/ <i>Plan for giving of 'memory box' to bereaved family</i> | |
| Déan cinneadh ar shearmanais agus ar laethanta cuimhneacháin/ <i>Decide on memorials and anniversaries</i> | An Bord Bainistíochta/ an fhoireann, tuismitheoirí agus daltaí |
| Déan athbhreithniú ar an bhfreagairt ar an teagmhas agus leasaigh an plean/ <i>Review response to incident and amend plan</i> | An fhoireann/An Bord Bainistí |

LIOSTA TEAGMHÁLAITHE ÉIGEANDÁLA

(Le crochadh sa seomra foirne, in oifig na scoile agus in oifig an Phríomhoide, srl.)

| GNÍOMHAIREACHT/AGENCY | SONRAÍ TEAGMHÁLA/CONTACT DETAILS |
|---|---|
| AN GARDA SÍOCHÁNA | (01) 6666000 Tallaght Garda Station, D24 K796 Tallaght Community Engagement (Community Policing and Community Safety): Superintendent Bronagh O Reilly Tel: +353 (0)1 666 6082 Email: SH.Tallaght.CE@Garda.ie |
| OSPIDÉAL/HOSPITAL | (01) 4142000 Tallaght University Hospital, D24 NR0A |
| AN BHRIOGÁID DÓITEÁIN/FIRE STATION | (01) 2224007 Tallaght Fire Station, T22 RD68 |
| DOCHTÚIRÍ GINEARÁLTA ÁITIÚLA/LOCAL GPs | (01) 4626265 Killinarden Healthcare Centre, D24 YX96 |
| FSS/HSE | HSE Killinarden Health Centre Address: Tallaght, Dublin 24. (01) 4626260 HSE Mary Mercer Health Centre Address: Fortunestown Lane, Jobstown (01) 4585700 HSE Brookfield Health Centre Address: Rossfield Avenue, Tallaght, Dublin 24 (01) 4685800 |
| Foireann Cúraim Phríomhúil/Community Care Team | Mary Mercer Health Centre, Fortunestown Road, Jobstown, D24 K854. (01) 458 5744 |
| Ionad Cúraim Phríomhúil/Child and Family Centre | Killinarden Family Resource Centre, Killinarden Way, D24 TC91 (01) 4527143 |

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| Na Seirbhísí Áitiúla Meabhairshláinte do Leanaí agus d'Ógánaigh Oifigeach <i>Acmhainne/Child and Family Mental Health Service (CAMHS)</i> | Lucena Clinic, Exchange Hall, Belgard Square, D24 V260 (01) 4526333 |
| CIGIRE SCOILE/ <i>School Inspector</i> | |
| SÍCEOLAÍ DE CHUID AN SNSO/ <i>NEPS Psychologist</i> | |
| ROS/ <i>DES</i> | Marlborough St, D01 RC96 (01) 8896400 |
| CMÉ/ <i>INTO</i> | Parnell Square, D01 ET35 (01) 8047700 |
| SAGART PARÓISTE/ <i>CLÉIR/Clergy</i> | Fr Fintan O'Driscoll |
| OIBRÍ PARÓISITE/ <i>Parish Worker</i> | Patricia Darling |
| COIMISIÚN NA SCRÚDUITHE STÁIT/ <i>State Exams Commission</i> | Athlone, Co Westmeath, N37 TP65 (090) 6442700 |
| AN tSEIRBHÍS CÚNAIMH <i>D'FHOSTAITHE/Employee Assistance Service</i> | 1800 411 057 |