

# St. Anthony's Primary School

43 Fairway, Larne, Co. Antrim BT40 2BG



## Critical Incident Policy

<b>Policy Date:</b>	August 2020
<b>Review Date</b>	August 2022
<b>Person Responsible</b>	Principal/Senior Teacher/SENCO
<b>Consultation</b>	Board of Governors, Teaching/Non-Teaching Staff, Parents and Pupils

## **Introduction:**

St Anthony's Primary School aims to protect the well-being of its pupils by providing a safe and nurturing environment at all times. Our mission is to create a human environment which is conducive to the personal development of all.

St Anthony's Primary School has taken a number of measures to create a coping, supportive and caring ethos in the school. The school has also formulated a number of policies and procedures to be followed with a view to ensuring the physical and psychological safety of staff and students, both in ordinary time and in the event of a critical incident.

The Governors and staff of St. Anthony's Primary School recognise

***“A critical incident may be defined as any sudden and unexpected incident or sequence of events which causes trauma within a school community and which overwhelms the normal coping mechanisms of that school.”***

Critical incidents may involve one or more pupils or staff members, or members of our local community.

Types of crisis that may affect pupils in or out of school 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.
- The disappearance of a member of the school community.

## **Aim**

The aim of the Critical Incident Policy 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 pupils and staff. Having a good plan should also help ensure that the effects on the pupils and staff will be limited. It should enable us to effect a return to normality as soon as possible.

We have put systems in place to lessen the probability of the occurrence of an incident. These measures address both the physical and psychological safety of both staff and students.

### **Physical safety:**

- Adherence to the Health and Safety Policy
- Evacuation Plan Formulated with Fire Drills each term
- Fire exits and extinguishers are regularly checked.
- School doors locked during class time
- Adherence to the Positive Behaviour Policy.

### **Psychological safety:**

St. Anthony's Primary School aims to create an open and encouraging environment in the school where students can talk about their difficulties and seek help for the same.

- Our PDMU programme addresses issues such as communication skills, conflict resolution, problem solving, help seeking, decision making, grief and loss.
- Our Positive Behaviour Policy in conjunction with our PDMU programme develops strategies for dealing with bullying.
- Staff is informed of difficulties affecting individual students, therefore aware and vigilant to their needs.

**Critical Incident Rooms:**

In the event of a critical incident, the Hall will be the main room used to meet the staff, students, parents and visitors involved.

**Contact Numbers/Emergency Numbers:**

The Secretary has responsibility for maintaining an up to date list of contact numbers for students and their parent(s) / guardian(s). The school secretary has responsibility for maintaining an up to date list of contact numbers for the emergency support services which are displayed in the Secretary's Office and the Principal's Office.

**Record keeping**

In the event of an incident each staff 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 will have a key role in receiving and logging telephone calls, sending letters, photocopying materials etc. and reporting to Ms Fleming and Mrs Tunney.

**Confidentiality**

The management and staff of St Anthony's Primary 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.

**Evacuation Procedures:**

The Fire Safety Officers have responsibility for ensuring that the evacuation procedures are displayed near the door of every classroom. The evacuation procedures (fire drill) are practiced at least once a term.

**Visitors:**

Visitors, including parents must report to the school's secretary's office, identify themselves and state their business in the school. Visitors will not be allowed beyond the school's reception office except at the invitation of a member of staff.

**The Media:**

Members of the media must report to the school's secretary's office, identify themselves and state their business in the school. Members of the media will not be allowed beyond the school's secretary's office except at the invitation of the Principal or Senior Teacher.

**Only the Principal or Senior Teacher, will prepare a brief written statement in consultation with BOG, CCMS and EANER.**

- The Sympathy of the school community for the affected/ bereaved family.
- Positive information or comments about the deceased/injured person(s).
- The facts about the incident (following consultation with the affected/bereaved families).
- What has been done.
- What is going to be done.

**Some of the following procedures may be considered in the event of a critical incident:**

**Short Term Actions: (1<sup>st</sup> Day)**

- Ensure the safety of students, staff and visitors
- Convene a meeting of the staff and delegate responsibilities
- GATHER ACCURATE INFORMATION (Incident Report Form)
- Identify high risk students
- Contact appropriate agencies to organise support
- Contact CCMS, EANER the BOG.
- Arrange the supervision of students
- Inform students and parents.
- Make contact with the affected/bereaved family
- Organise reunion of students with their parents
- Respond to the media (Principal and Senior Teacher only)
- Arrange visit to affected/bereaved family
- As far as possible maintain normal school routine.

### **Medium Term Actions (24-72 hours)**

- Convene a meeting of the staff to review the events of the first 24 hours and to delegate responsibilities.
- Arrange support for students, staff and parents.
- Update staff and students
- Update CCMS, EANER, BOG and the relevant external agencies.
- Update the media, if necessary (Principal and Senior Teacher only)
- Liaise with the family and clarify the school's involvement in funeral/memorial services.
- Plan visits to the injured
- Plan for the reintegration of students and staff.
- Assess the roles of the Board of Governors.
- Plan the restoration of normal school routine

### **Long Term Actions**

- Monitor students and staff for signs of continuing distress.
- Plan the long term counselling needs of individuals
- Plan for anniversaries and memorials
- Evaluate the effect on the student/teacher relationship
- Evaluate the long term effect on the educational progress of the students
- Ensure that new staff are aware of the Critical Incident Policy and are informed of which students/staff were affected in any recent incident.
- Ensure that a report is sent to the new school when a student is transferring.
- Report CCMS, EANER and BOG.

**Monitoring, Review and Evaluation**

The Principal, Senior Teacher and SENCO will review the policy every 2 years. Ongoing review and evaluation will take cognisance of changing information, legislation and feedback from parents/guardians, teachers and students. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school development planning.



# ***St Anthony's Primary School***

## ***Critical Incidents***

### ***Emergency Contact numbers***



<b>Contact</b>	<b>Name</b>	<b>Number</b>
Police	Larne	0845 600 8000
Fire		999
Ambulance		999
Chair of BOG	Mr Damien Donaghy	02828275598 07745742792
EANER/CCMS	EANER CCMS Ms Alma Willis CCMS Mr Gerry Crudden	02892013014 07745650006
Public Health Agency		0300 555 0114
NHS Helpline		111
Rathmore Behaviour Unit	Ms Pauline Brady	02894432725
School Psychologist	Dr Marie Hill	02825661298
School EWO	Mrs Gillian Leitch- Armstrong	02825661257 07739976786
EANER OFFICER Child Protection	Ms Margaret Brady	07772593052
Social Services Critical Response	Gateway	02890507000
Children & Young People Services ASEO		02825661499
Local Clergy	St. Anthony's Presbytery	02828273230
Principal	Ms. Aine Fleming	07740231592
Senior Teacher	Mrs Colleen Tunney	07821307454
Designated Teacher	Mrs C Tunney Miss E McLarnon	07821307454 07711265186
Caretaker/Keyholder	Mr William McRandle	07890055202



Board critical incident Response team leader		02825013120
Nearest Doc Surgery	Victoria Surgery	02828261620
School Nurse	Clare Roper	02828261951
Board's Emergency out of Hours		02825635152
Board's Health and Safety Officer	Orla Martin	02825013120
Board's Transport section		02825661370
Board Maintenance Officer	Mr Graham Orr	02825013120
Board Communication Officer	Dianne Wilson	02825661100



# ***St Anthony's Primary School***

## ***Checklist For Action***



<b>Task</b>	<b>Time</b>	<b>Who</b>
1. Obtain factual information (Who/what/when/where)		
2. Contact EANER/CCMS		
3. Inform Staff		
4. Convene the crisis response team		
5. Contact families		
6. SLT meet with support personnel		
7. Call staff meeting to give information		
8. Inform pupils (in small groups where possible)		
9. Arrange debriefing meeting for staff/ pupils involved		
10. Identify high risk pupils and staff		
11. Promote discussion in classes		
12. Identify the need for group or individual support		
13. Organise Support		