

Critical Incident Management Plan

- At An Mhodhscoil we undertake to create a coping, supportive and caring ethos in the school. To that end we have an Anti-Bullying Policy, Child Protection and Pastoral Care Policy and policy on SPHE, to include a social intervention programme to be taught by teachers in a specific, targeted manner.
- A clear health and safety policy, regularly reviewed and updated, with fire drills and constant risk assessment by teachers will exist at An Mhodhscoil.
- Critical Incident team comprises of:
The DLP, Mac Uí Mhurchú as co-ordinator
and includes the deputy principal and assistant principals.

This team will meet annually in the month of September as part of a management meeting or in the absence of same, at a specially convened meeting. All members of this team will be familiar with their roles in the event of there being a C.I. in the school. These roles to include liaison with support agencies, parents and visitors and the media, communication with staff and pupils, maintenance of a 'quiet room' and record keeping.

- An up-to-date list of contact numbers, including parents, guardians, staff and emergency support services will be maintained on database at the secretary's office. These lists will be updated regularly by principal and teachers with the support of the secretary. There is a yellow file as backup in the filing cabinet in the school office.
- All staff members will be familiar with the guidelines 'Responding to Critical Incidents' by the National Educational Psychological Service and in particular with the procedures to be followed in the event of a C.I. (section 3).
- Each class teacher will be responsible for maintaining a list of all pupils involved in a school trip/tour. Mobile phone numbers for accompanying teachers will be made available to secretary. Up-to date medical information on pupils with allergies, epilepsy etc will be the responsibility of the class teacher.
- A copy of the plan of the school building will be displayed in each classroom, highlighting exits appropriate to that room.