

Administrator : Noreen O'Callaghan

- 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

Record keeping: Noreen O'Callaghan

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. Will have a key role in receiving and logging telephone calls, sending letters, photocopying materials, etc.

Confidentiality and good name considerations

The management and staff of Watergrasshill National 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. 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.

Critical incident rooms

In the event of a critical incident, the staffroom will be the main room used to meet the staff and GP hall for meetings with students.

Meadow Court - Classroom 1 for parents

Bishops Gate - Classroom 2 for media

Cousane, Corbally, Killuntin and Bushy Park - LS/RT rooms for individual sessions with students

Priory Court - Classroom 3 for other visitors

Consultation and communication regarding the plan

All staff were consulted and their views canvassed in the preparation of this policy and plan. Students and 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 the Principal.

The plan will be updated annually. Reviewed

Barry O'Connell 3/10/2022
M. O'Connell 3/10/2022