

# URSULINE COLLEGE SLIGO

## POLICY ON CRITICAL INCIDENTS

Within the context of the school's Religious and Educational philosophy which emphasises the quality of Pastoral Care within the school community, a Policy on Critical Incidents has been formulated.

In the event of a Critical Incident in the school, certain procedures will be followed. These will vary slightly depending on whether the incident happens during the week or at the week-end.

Procedures are as follows:

- ◆ All staff will be contacted as soon as possible about the incident. A list of staff and phone numbers has been compiled and a system of contacting people has been worked out.
- ◆ An emergency meeting consisting of Principal, Deputy Principal, Assistant Principals and other Care personnel will be convened as soon as possible after news of an incident has reached the school
- ◆ At this meeting, arrangements about informing students will be revisited. The following will be kept in mind
  - The importance of having as normal a schedule as possible for students – students will go to their usual classes where subject teachers will talk to them about what has happened
  - The need to be calm and supportive but firm as well needs to be kept in mind
  - The importance of having extra staff present to enable the school to deal as effectively as possible with any situations that may arise
  - Principal/Deputy Principal/Year Head will have been in contact with the family and will convey arrangements to staff
  - Arrangements will be put in place, along with any special requests from the family
  - Prayer will be offered in school at an appropriate time
  - Depending on the situation, professional help may be sought (NEPS psychologist, HSE services etc)
  - Depending on the situation, it may be necessary to speak to the Media
  - The importance of staff being mindful of their own response to the situation was also emphasised
  - The need for staff support will be kept in mind
- ◆ The situation will be monitored on a day-to-day basis
- ◆ In the event of a student's death, the school will liaise closely with the student's family and will respect the families wishes and desires. The school will be supportive of family wishes in so far as it can

- ◆ Prayer will be offered in school at an appropriate time
- ◆ The situation will continue to be monitored over time and support will be offered for as long as the situation demands it
- ◆ The policy will be reviewed regularly