

Critical Incident Management Policy

Dominican College Fortwilliam

Rationale

Dominican College recognises that critical incidents can arise that have the potential to impact seriously on the safety of staff and students and the school's continuity. It further recognises that effective planning, management and rehearsal are the keys to success in the event of a critical incident affecting Dominican College.

The policy and related procedures are designed to ensure the school:

- Meets its duty of care obligations in providing the highest possible standard of health and safety for staff, students and visitors and other persons working at or visiting the school;
- Is able to respond swiftly and effectively in the event of a critical incident;
- Implements an integrated approach to management of risks associated with critical incidents;
- Is compliant with relevant legislation and standards so that exposure of persons to health and safety risks arising from critical incidents is avoided or minimised and that physical and psychological trauma are reduced.

Policy Intent

- The policy provides a framework for the school's response to a critical incident in the period immediately following the incident and for its management of the longer term consequences of such an incident.
- The policy and the critical Incident Management Procedure define the roles and responsibilities of key staff in:
- The management, coordination and communication of information about a critical incident and in
- The recovery and post incident review of the critical incident and its handling

Aims of the Critical Incident Management Policy

- To maintain a duty of care
- To minimise educational and administrative disruption within the school
- To enable normal working to be resumed in the shortest possible time

Objectives

- To ensure that swift and appropriate action is taken
- To ensure the welfare of staff and pupils
- To ensure that the school's response is sensitive, consistent and effective and reduces confusion, panic and extreme emotion
- To have in place a Critical Incident Management Team known to all relevant parties
- To have in place a Critical Incident Management Plan familiar to all relevant parties
- To maintain normality, as far as possible, in parts of the school not affected and to restore normality as soon as possible to the parts that are affected
- To have immediate access to all relevant contact details including outside agencies
- To offer sensitive, non-intrusive support to all those directly or indirectly affected by the incident

Examples of Critical Incidents

- A critical incident is likely to involve death or serious injury to one or more members of the school community
- The death of a student or member of staff
- An accident involving a student or member of staff
- A deliberate act of violence
- A fire in the school/an explosion in the school/a flood
- Suicide
- Civil disturbance

Guidelines for Managing a Critical Incident

- The Principal will take charge of the school's response
- If the Principal is not available, the Critical Incident Management Team (CIMT) will take charge
- The Principal's Office will be the central liaison point
- The Critical Incident Management Team will assess immediate practical needs
- The Critical Incident Management Team will contact the next of kin of those immediately involved
- A short statement of facts will be prepared by the Principal
- Secretarial staff taking incoming calls will use a statement agreed by the CIMT
- Members of staff will be informed
- Pupils will be brought to the chapel for a short prayer service and will be informed
- A letter will be sent to parents
- Short and long term support will be offered to those affected
- An evaluation of how the incident was managed will be carried out

Members of the Critical Incident Management Team

Principal	Miss S. McGahan
Vice-Principals	Mrs. L. Catney Mr. S. Hughes
Senior Leadership Team	Dr. R. Butler Mr C Devlin Miss B. Chambers Mrs. M. Reid
Bursar	Mr. D. Boyd
Principal's PA	Miss Holly McAllister
Chair of the Board of Governors	Mrs. Sheila Crea

Other members of staff may be co-opted members of the Critical Incident Management Team as and when required. One or two members of staff may be asked to take responsibility for the normal running of the school whilst the CIMT is dealing with a serious incident.

Critical Incident Management Plan

- In the event of a critical incident:
- The Principal should be contacted first (or one of the Vice-Principals if the Principal is not available)
- The Principal or Vice-Principal should seek to clarify the nature and circumstances of the incident.
- The CIMT will meet at the earliest opportunity and agree on procedures for managing the critical incident.
- If the incident is on site, health and safety measures will be put in place and the emergency services contacted.

Longer Term Issues

- School structures and routines will be re-established.
- Supportive strategies will be implemented for pupils and staff members.
- There will be ongoing contact with parents.
- Actions will be reviewed and policies amended as appropriate.
- The PSE and pastoral programmes will be reviewed.
- Staff will be mindful of anniversaries and other special dates.

The use of appropriate outside agencies is crucial to providing long term support as is the use of appropriately trained members of staff who are known to those in need of help.