

**CRITICAL INCIDENT MANAGEMENT STRATEGY PLANNING TOOL**

Critical Incidents do happen and it is important that a school has a Strategy in place to best respond and manage any traumatic situation should it occur. This Strategy should identify the key areas that need to be considered to assist a school in the development of a Plan for management of Critical Incidents. A Critical Incident Management Plan should be an integral part of a school's pastoral care system and development plans. This planning tool is to help you identify key issues that should be considered.

<p><b>Aims of the Strategy</b></p>	<ul style="list-style-type: none"> <li>• Recognise which incidents may be critical for the school community.</li> <li>• Respond to a critical incident in an informed manner.</li> <li>• Create a positive, open, communicative climate where the needs of staff and pupils are met in critical incident situations.</li> <li>• Create a safe school environment whereby the physical, social and psychological health of pupils and staff is prioritised.</li> <li>• Outline, monitor and review the management plans for dealing with different emergencies.</li> <li>• Promote active coping skills within the curriculum.</li> <li>• Establish positive working relationships and dialogue with outside agencies, thus enabling full and effective collaboration in the event of a critical incident.</li> </ul>
<p><b>Implementation Key Areas for Consideration</b></p>	<ul style="list-style-type: none"> <li>• Define roles and responsibilities for all staff – identify the Critical Incident Management Team.</li> <li>• Identify support personnel for Critical Incident Management Team.</li> <li>• Consider procedures for dealing with different Critical Incidents.</li> <li>• Consider staff and pupil welfare.</li> <li>• Plan contact with parents.</li> <li>• Plan links with relevant agencies.</li> <li>• Decide on media management.</li> <li>• Consider arrangements to apply during school holidays.</li> <li>• Consider religious and cultural issues for the school community.</li> </ul>
<p><b>Links with School Policies</b></p>	<ul style="list-style-type: none"> <li>• Pastoral Care</li> <li>• Child Protection</li> <li>• Internet/mobile phone use</li> <li>• Health and Safety</li> <li>• Special Needs</li> </ul>
<p><b>Curricular Links/ Support</b></p>	<ul style="list-style-type: none"> <li>• Personal Development/Personal Development and Mutual Understanding</li> <li>• Circle Time</li> <li>• Assemblies</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>• Identify and secure relevant training needs for staff.</li> </ul>
<p><b>Monitoring/ Review of Strategy</b></p>	<ul style="list-style-type: none"> <li>• Review post incident, termly and annually.</li> </ul>