



Principal: Fergal Boyle
Príomhoide: Feargal O'Baoill

Deputy Principal: Tara Mullan
Leas-Phríomhoide: Tara Uí Mhaoláin

Deputy Principal: Mary McMahon
Leas-Phríomhoide: Máire Ní Mhathúna

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Critical Incident Management Policy and Plan for Coláiste Dún an Rí

*Coláiste Dún an Rí under the aegis of
Cavan and Monaghan Education and Training Board*

Quick Summary of policy

In the event of a Critical Incident, please note the following:

a) **Definition of a Critical Incident:**

“An incident or sequence of events that overwhelms the normal coping mechanism of the school and disrupts the running of the school”.

Types of incidents might include:

- The death of a member of the school community through sudden death, accident, terminal illness or suicide;
- An intrusion into the school;
- An accident/tragedy in the wider school community;
- Serious damage to the school building through fire, flood, vandalism etc.
- The disappearance of a member of the school community;
- An accident involving members of the school community.

b) **Critical Incident Team**

Be aware that there is a designated Critical Incident Team (CIT) in the school comprising of:

Roles	Name	Position
Team Leader	Mr Fergal Boyle	Principal
Staff Liaison	Mr Tara Mullan	Deputy Principal
The Bereaved family and Student Liaison	Ms Sharon Cumiskey	Guidance Counsellor
Community & Parent Liaison	Ms Mary McMahon	Deputy Principal
Media Liaison	Mr Fergal Boyle	Principal
Administration	Ms Ashling Heery	Secretary

Each of the listed personnel has been allocated specific duties that will be carried out.

c) **Critical Incident Room**

The Meeting Room (opposite the Principal's Office) is the nominated “Critical Incident Room”. However, in the event of a critical incident, the following rooms will be used:

- Principal's room
- Deputy Principal's room
- Meeting room
- Guidance room

d) **When a Critical Incident occurs:**

This CIT group will need to agree an immediate plan of action, which may involve:

- Informing students and staff
- Contacting parents

- Alerting relevant local clergy
- Visiting the home of the bereaved – Principal, Year Head, Class Tutor
- Organising a school assembly
- Involving the Pastoral Team, etc.
- Alerting outside agencies such as Counsellors, Samaritans, etc.
- Agreeing a common statement with regard to the crisis
- Assigning tasks within the group
- The availability of a list of useful contact numbers.

e) **Confidentiality:**

The school has 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 pupils do so also. [For instance, the term “suicide” will not be used without the consent of the family involved or until it has been established categorically that the person’s death was a result of suicide. The phrases “tragic death” or “sudden death” may be used instead.]

f) **The Response**

The CIT will lead the response to the incident by following their clearly defined roles. It is essential that the immediate response is left to the CIT so as to avoid all ambiguity in relation to the nature of the incident.

g) **Short Term Action**

The Team Leader will inform all the parties needed to be informed: Staff, Students; Parents; BOM; CE; Media (if appropriate). It is essential that an atmosphere where it is “okay” to talk about the incident, being all the time mindful of the sensitivities of everyone who might be affected by the incident. In consultation with all those immediately affected by the CI, the Team Leader will ensure that all the relevant arrangements are made and carried out to the satisfaction of the parties affected by the CI.

h) **Medium and Long Term Action**

The CIT will put in place a series of actions that will be carried out in the immediate aftermath of the incident that will include using all the school’s pastoral resources and all outside specialist agencies to support the affected persons during and after the critical incident.

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Coláiste Dún an Rí Crisis Response Policy

Introduction & Rationale

Coláiste Dún an Rí aims to protect the well-being of its students and staff by providing a safe and nurturing environment at all times. This is reflected in our school's Health and Safety Policy and Child Protection Policy.

Coláiste Dún an Rí has taken a number of measures to create a coping, supportive and caring ethos in the school. The school is committed to the formulation of a number of policies and procedures to be followed, with a view to ensuring the physical emotional and psychological safety of staff and students, both in ordinary time and in the event of a critical incident.

What is a Critical Incident?

In line with the National Educational Psychological Services [NEPS] publication "Responding to Critical Incidents in Schools", Coláiste Dún an Rí recognises a critical incident to be:

"An incident or sequence of events that overwhelms the normal coping mechanism of the school and disrupts the running of the school".

Critical incidents may involve one or more pupils, staff, the school or the local community.

Types of incidents might include:

- The death of a member of the school community through sudden death, accident, terminal illness or suicide;
- An intrusion into the school;
- An accident/tragedy in the wider school community;
- Serious damage to the school building through fire, flood, vandalism etc.
- The disappearance of a member of the school community;
- An accident involving members of the school community.

Aim

Recognising that planning is the key to the effective management of critical incidents, Coláiste Dún an Rí has developed this Critical Incident Management Policy (CIMP) and accompanying Plan. Our hope is that, in the event of an incident, these will help staff to react quickly and effectively and to maintain a sense of professionalism and control. The Policy and Plan should also help the school return to normality as soon as possible and to ensure that the effects on pupils and staff will be limited.

Critical Incident Management Team (CIMT)

A Critical Incident Team is defined as:

"A group of individuals from the staff of the school who know the community, the students and each other well enough to make the necessary decisions called for when an incident occurs"

Coláiste Dún an Rí has set up a CIMT in line with best practice and will maintain this team in future. The members of the team were nominated by the Principal and School Management Team. All accepted the nomination and will retain their roles for at least three school years unless, following a Critical Incident, members of the CIMT express a desire to be released from their duties and/or members of the CIMT feel that it would be in the best interest of the overall effectiveness of the CIMP that a person or persons should be relieved of their duties. The Principal, in consultation with the Senior Management Team, will decide on this matter. Each member of the CIMT will meet at least once a year to review and update the CIMP. Each member of the CIMT will have a copy of the CIMP and a "Ready-to-Go" pack with relevant materials, to be used in the event of an incident.

Roles & Personnel

Key roles have been identified and assigned as follows:

Roles	Name	Position
Team Leader	Mr Fergal Boyle	Principal
Staff Liaison	Mrs Tara Mullan	Deputy Principal
The Bereaved family and Student Liaison	Ms Sharon Cumiskey	Guidance Counsellor
Community Parent & Liaison	Ms Mary McMahon	Deputy Principal
Media Liaison	Mr Fergal Boyle	Principal
Administration	Ms Ashling Heery	Secretary

In the immediate event that the above staff are not present, AP1 post holders will take the lead in a critical incident by following the same protocol.

Outline of Roles

Team Leader:

- Alerts the team members to the crisis and convenes a meeting of the CIMT in the Principal's Office.
- Coordinates the tasks of the team
- Liaises with the Board of Management, the CE and the Department of Education & Science [DES], and the NEPS psychologist.
- The Team Leader liaises with the bereaved family and may seek the services of local clergy.
- Only the Principal/ Team leader or one designated by the team leader may be allowed to publicly represent the school.

Staff Liaison

- Contacts staff in the event of a critical incident.
- In the absence of the Principal, leads meetings to brief staff on the facts as known;
- Gives staff members an opportunity to express their feelings;
- Outlines the routine/procedures for the day.
- In partnership with the Pastoral Care Team, he/she advises staff on the identification of vulnerable students.
- Is alert to vulnerable staff members and makes contact with them individually.
- Provides information for staff-support services, external to the school.

Student Liaison

- Sets up and maintains the "Quiet Room" space.
- Prepares and provides support for students and teachers, as required.
- Provides crisis counselling therapy.
- Liaise with external therapeutic services that may be provided within the school.
- Will liaise with the bereaved family and students and co-ordinate a respectful role for the school around funeral arrangements.
- Will assist in organising appropriate prayer services at times within the school.
- Will liaise closely with the Team leader.
- Visits the bereaved family
- Liaise with relevant local clergy

Community and Parent Liaison

- Liaises with both parents and relevant agencies in the community
- Updates team members on any issues or concerns expressed by others outside school.
- Coordinates the involvement of these agencies.
- Compiles and maintains up-to-date lists of all emergency support services and other external community contacts and resources.
- Liaises with school administrator and principal regarding the content, signing, photocopying and dissemination of “parents’ information letter” – advising parents in the first instance of the nature of the critical incident.
- Facilitates “questions and answer” meetings with groups of parents.
- Contacts/meets with individual parents, especially parents who may be particularly affected by the specific critical incident.

Media Liaison

- In preparing for the role, media liaison personnel (normally the Principal) will consider issues that may arise during an incident and how they might be responded to (e.g. pupils/staff being interviewed, photographers on the premises etc.)
- In the event of an incident, media liaison personnel will, where necessary, liaise with the Communications Section of the DES.
- Preparation and publication of obituary (in the event of a Staff member death).

Administrative & Secretarial Tasks

- Office administrator will maintain and have available up-to-date lists of contact numbers of parents/guardians, staff and emergency support services.
- Liaise with the CIMT
- Use one nominated school telephone number for incoming “critical incident” calls, the other telephone number to be used for other school business. (Principal’s mobile)
- Keep a written log of all critical incident telephone calls, offers of help & support etc. in the notebook specifically maintained for such an event.
- Ensure that staff knows that all photocopying related to the critical incident gets priority over other photocopying.
- Ensure that the number of people and noise level in school office is kept to a minimum.
- Liaise with Principal regarding the procurement of sympathy cards, floral tributes etc. on behalf of the Board of Management.
- Following a Critical Incident, the Administrator updates the school records and database to reflect any changes. This should ensure that any additional distress to bereaved families is avoided.

Record Keeping

In the event of an incident, each member of the team will keep detailed records of phone calls made and received, letters sent and received, meetings held, persons met, interventions & materials used etc. The school secretary will have a key role in receiving and logging telephone calls, sending letters, etc. (see above). All communication record sheets from each of the sub-groups are to be lodged with the Team Leader as soon as possible after a Critical Incident. These will be held on a central file.

Letter to Parents

Using the agreed templates provided, the school secretary will liaise with the Principal/Deputy Principal regarding the exact content of the brief letter. It will include:

- The sympathy of the school community for the affected/bereaved family

- Information or comments about the deceased/injured
- The facts of the incident
- What has been done
- What is going to be done
- Arrangements regarding attendance and participation at the funeral

Confidentiality and good name considerations

The school has 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 pupils do so also. [For instance, the term “suicide” will not be used without the consent of the family involved or until it has been established categorically that the person’s death was a result of suicide. The phrases “tragic death” or “sudden death” may be used instead.]

Critical Incident Room(s)

The Meeting Room is the nominated “Critical Incident Room”. However, in the event of a critical incident, the following rooms may be used:

- Principal’s room
- Deputy Principal’s room
- Meeting room
- Guidance room

The Response

1. Establish the Facts:

It is crucial that the school has the correct information regarding the crisis and therefore it is important that senior and involved staff gather to establish the facts. This may involve contacting others such as hospitals, Gardai, parents.

2. An Outline Immediate Response:

This group will need to agree an immediate plan of action, which may involve:

- Informing students and staff
- Contacting parents
- Alerting relevant local clergy
- Visiting the home of the bereaved – Principal, Year Head, Class Tutor
- Organising a school assembly
- Involving the Pastoral Team, etc.
- Alerting outside agencies such as Counsellors, Samaritans, etc.
- Agreeing a common statement with regard to the crisis
- Assigning tasks within the group
- The availability of a list of useful contact numbers

3. Inform

It is vital that all those needing information receive it as soon as possible. A list of the home and mobile telephone numbers, as well as e-mail addresses of such people will be prepared. A common statement will be agreed when informing students and others. (Such a statement will reduce the spread of rumour.) Staff will be alerted and informed in the first instance. If at all possible, the students should be told at the same time in groups no larger than normal class sizes.

The statement should seek to:

- Be communicated in a sensitive manner
- Give the facts as they are known
- Highlight the support that will be available
- Indicate the actions that are planned
- In the case where an accident has occurred on a school trip, a similar statement will be needed to assist those who will be telephoning relatives. It will be preferable to have a group of people involved so that all concerned are informed in or around the same time.

Some further considerations in contacting parents:

- Any practical help needed will be offered – transport, phone numbers, contact names
- Enquiries will be made to ascertain if the parent is alone or has someone to offer support
- Carefully ensure that the information given has been fully understood
- Other involved parents should be alerted to the trauma in order to help them when they subsequently contact their child.

Liaising with the Press:

A member of the school staff (normally the Principal), will be nominated to liaise with the media. In preparing a press statement, consideration should be given to the following:

Priority to be given to the sensitivities and needs of those affected directly by the crisis

- Names, addresses and telephone numbers should not be released
- Speculation of any kind should be avoided. Only facts should be given.
- Any likely questions and a response to them
- A time for briefings should be agreed with the press, if this is necessary in an ongoing situation
- A specific location for press briefings will be nominated.

Press Statements should be simple and brief. They should express the sorrow of the entire school community at the sudden death of one of its members and it should extend sympathy to the bereaved family. Any statement should be adhered to – and not elaborated on – in all communications with the media and it should be familiar to every member of the school staff.

Others to be informed:

- When possible, the chairperson of the Board of Management and the C.E. should be informed.

- Whether the College will remain open or will close as a mark of respect to the bereaved family, will depend on the judgement of the Principal and management following consultation with the school staff, Board of Management and the E.O. If the decision is to close the school, it will be done ONLY after informing the students of the student's death and of the routine which the school will follow over the coming days. Parents will be formally notified of the school closure.
- The College's insurance company and other concerned agencies will be informed if necessary.

Short-term Action:

Action needed in the short-term will be dependent on the nature of the crisis.

Actions will come under a number of headings:

- Students
- Staff
- Parents

In the event of a death:

Students:

- The Principal will inform the student body at the earliest possible opportunity. He should begin with the deceased student's class or classes. He will be prepared to spend a reasonable amount of time with the students to allow them to react to the news of the death and to allow a normal grieving process to begin. It would be useful if the Class Tutor or another appropriate person such as the Guidance Counsellor accompanies the Principal and remains with the class after departure. In addressing the class, the Principal should tell students of their friend's sudden death and advise that it is an event with which everyone – students and teachers – will find it difficult to cope. He will also explain the routine for the day and the following days and the arrangements that will be available for students to see the Guidance Counsellor and other support services.

- Efforts will be made to sustain an atmosphere where it is "okay" to talk about the experience. This may cause problems for some teachers. However, all staff who are available and willing and others such as SNAs, etc., will be asked to assist. This will entail sensitivity on the part of Year Heads and Principal as regards time needed for such sharing. Care will be taken to balance the need to continue with the normal routine and the accessibility of support personnel for students.

- The most essential quality in adults needed by students, will be that of listening. The school will endeavour to put in place a support system for students in this regard. Such a system will again involve those staff that are willing and able to offer support, together with outside professionals where required; time and resources to carry out their role; a method of supporting each other and a review of their effectiveness. Some training of staff concerning this may be considered.

- Contact with home in the initial stages of a crisis will be encouraged. Parents will need to be able to contact the school if they have information that will help the school in any way in caring for their child.

- The involvement of students in any funeral or other services will be discussed. This requires invitation, planning and review. The families involved will be consulted, the students invited to take part, time given to prepare for this participation and finally, a debriefing of those concerned. While it would be appropriate for the deceased student's classmates to attend the church services and the burial, it may be inappropriate for large numbers of students to be present. The presence of large numbers of young people at such highly charged events can prove to be inappropriate as well as being upsetting for individual students and for the parents of the deceased student.

At all times the rights of the deceased family to privacy must be respected.

- The students may wish to organise some service or ritual within the confines of the school. They will be consulted as to the nature of such a service. Such an event may be of great benefit to staff and parents and would be organised through the pastoral service.
- Attention will be given to the possible signs of distress being exhibited by students. A list of indicators may be drawn up. In noticing possible signs, it will be important to say that these are not necessarily indicative of stress in relation to a trauma, but rather they are merely prompts to staff as they “watch out” for the students in their care. Such signs will be related to uncharacteristic behaviour, for example, being unusually quiet. It will be important that staff check out signs with others before drawing conclusions.
- Students will need to be asked their “permission” regarding discussing their feelings and reactions to a crisis. The Principal, Deputy Principal, Year Heads and Guidance Counsellor are key people in addressing the needs of individual students.
- Freedom to be upset is important for anyone responding to a trauma. Coláiste Dún an Rí will endeavour to create a safe atmosphere for this to occur.
- Students not directly involved with the trauma, will also be monitored as some may be affected.
- Constant reminders will be given in relation to the supports that are available within the school. Students will react in different ways and at different times in the aftermath of a traumatic event.
- The friends of a bereaved student will be brought into focus, as they can be the best source of support. Often friends of the bereaved student may not wish to speak to an adult and may rely heavily on friends. These close friends will need support as they attempt to find ways to be of help.
- The Guidance Counsellor will play an important role in working with the whole school community in coping with grief and will provide an important link to all services available to support staff and students.

Staff:

- Many staff, following a trauma, may need to air their feelings and reactions. Various options will be considered in order to address this:
- Care will be taken of those staff directly involved with the trauma that they receive support, are not overworked, and have time to grieve and de-brief.
- Staff who feel for whatever reason, that they are unable to be involved in the school’s direct response to the trauma will be able to opt out readily.
- Those staff having any concerns about students or others in relation to the trauma, will have easy access to personnel who assist them.
- The Guidance Counsellor and other members of the Pastoral Team will be the key resource in the short and medium term response. They will be facilitated, resourced and supported in their task principally by being given time away from

normal duties. They will regularly meet with the Principal in reviewing progress. It will be this group who can liaise with, and support, the other members of staff.

- The Principal will also need to ensure he is receiving support. The weight of responsibility surrounding a crisis may be enormous. Principals are often people who are very competent in practically responding to a crisis. Nonetheless, the Principal will need to take care of his own well-being and should seek whatever support is appropriate within and outside the school community.

Parents:

- The school will have a role to play in supporting parents concerned with a trauma. This will vary depending on the nature of the crisis and the resources available to the school.
- The school will nominate contact people for parents to liaise with, particularly in regard to monitoring the progress of their children.
- Parents will be put in contact with each other if it is appropriate.
- Discussions may be initiated with involved parents and/or Parents' Association as to what action could be taken to support those concerned.
- Parents who wish to be involved in a school service following a tragedy will be facilitated if appropriate. The services of the school chaplain will be made available if required

Funeral Services

- The form of representation will be discussed with the family.
- Students will be given preparation ahead of the funeral - as far as possible, - by somebody with experience/training. For some this may be the first occasion they have been exposed to a major grief.
- For those students who wish, encouragement and assistance will be given them to write a personal message of sympathy.

Medium and Long-term Action:

- Students returning to school after a major accident or bereavement cannot be easily categorised in terms of their needs. The Pastoral Team will be a useful resource in seeking to support each student appropriately. Care will be taken to monitor their relationships with peers and teachers; falling behind in academic and other work; involvement in extra-curricular activities.
- The Pastoral Team will benefit all in the school by constantly reviewing the needs of the students, staff and parents in relation to issues of trauma.
- The Pastoral Team, in co-operation with the Principal, will constantly review curricular provision, specialist staff training

and links with outside agencies in the area of change, loss, death and crisis issues.

- The College may consider holding an annual remembrance service for all those connected to the school community who have died.

Students, staff and parents can be encouraged to record the names of those they would like remembered.

End of day session with teachers

(Sample script for Principal)

Thank you all for staying. I know that it has been a difficult day and you may all be tired. I thought it was important for us just to take a bit of time to check in with each other and to make sure that we are all doing ok.

(Provide update on the latest facts as known and outline the schedule for tomorrow.)

Is anyone concerned about anything or anyone?

(Remind them about compiling a list of students about whom they have particular concerns).

If you are feeling very distressed and would like to talk in confidence to someone, you can access support through the Employee Assistance Service (EAS). The Department of Education and Skills has contracted VHI to provide this service for teachers. A number of sessions may be availed of and it is confidential. It is staffed by a network of trained counsellors and therapists. You make the contact yourself.

The freephone number for the EAS is 1800 411 057.

If the psychologist is offering an end-of-day support meeting, let staff know where it will take place and how soon.

Thank you all for your great work and support today.

Conclusion

It is hoped that this Plan will be of support in the event of a tragedy occurring in our school community. It is important to note however that these guidelines cannot replace the most vital qualities needed in dealing with such personal issues such as suicide, bereavement and loss. Colaiste Dún an Ri operates with sensitivity, care and compassion to one another and our students on a daily basis.

Ratification of The Critical Incident Policy

It will be vital to regularly review all these procedures in the light of experience. The effectiveness of policies and procedures subsequent to their application will be reviewed every two years or after a traumatic event.

This Critical Incidents Plan has been ratified by the Board of Management,

Appendix A

Provisional Strategy

Order of Action:

1. Confirm event and clarify facts – Principal/Deputy Principal
2. Express sympathy to family concerned - (as required) Principal, Deputy Principal
3. Establish school contact with family - (as required) Principal
4. Activate C.I Team – Principal/Deputy Principal
5. Make contact with other agencies (as required) – Ms Cumiskey
6. Provide on-going support to staff and students – Mr Boyle and Ms Cumiskey
7. Arrange supervision of students (as required) – Year Heads
8. Meeting of Pastoral Care Team
9. Hold Staff Meeting (as required) – Principal, Deputy Principal
10. Arrange/Attend any religious service required
11. De-briefing meeting of (a) Critical Incident team (b) staff

Communications:

1. Decide how news to be communicated to different groups – in person – Principal if available, Year heads
2. Prepare simple public statement of sympathy etc., - Mrs Tara Mullan
3. Organise designated room for media (as required) – Meeting room
4. Immediate needs of staff – information/counselling – Principal/Deputy Principal, NEPS
5. Monitor class/group/individuals most affected – DO NOT leave students on their own – all teachers
6. Refer, as appropriate, to other/outside agencies – Ms Cumiskey

Appendix B

Helplines:

Barnardos 01-4530355

Samaritans 1850-609090

ISPC 01-6767960/01-6794944

Rainbow Counselling Ireland 01-4734175

Childline 1800-666666

Parentline 1890-927277

Aware 01-6766166 1890 303302

National Suicide Bereavement Support Network 024-95561

The Bereavement Counselling Service – Dublin 01-8391766

Bereavement Counselling Service 01-6767727

Emergency Contact List

(To be displayed in staff-room, school office and Principal's office etc)

EMERGENCY SERVICES: 999

GARDAI: Kingscourt (042) 966 7292

Bailieborough (042)9694577

HOSPITAL: Cavan (049) 4376000

Drogheda (041) 9837601

FIRE BRIGADE: 999

LOCAL GPS:

Kingscourt Surgery (042) 9667487 (Drs. McMahon, Casey, McCullagh)

PARISH PRIEST/CLERGY:

Fr. Gerry McCormack (042) 9667314 emergency mobile 083-8287147

St Ernans Rectory Rev Martin O'Kelly 042-9667255

HSE/Community Care Team/ Child and Family Centre/ CAMHS:(049) 4361822

SCHOOL INSPECTOR/ DES: 01 8896400

NEPS PSYCHOLOGIST: Roisin West Cavan office - 049 4325430

TUI: 01 4292588

STATE EXAMS COMMISSION: 090 6442700

EMPLOYEE ASSISTANCE SERVICE: 1800 411 057

Media:

Cavan Anglo Celt: 049-4331100

Northern Standard - 047 82188

LMFM: 041-9832000

Shannon side Northern Sound: 047-72666

Staff Numbers: School Office: 042 9698294

Chairman of Board of Management: Clifford Kelly

Cavan Monaghan ETB: CE – Dr Fiona McGrath DOS – Paddy Flood

Cavan Office Tel: 049 4331044 **Monaghan Office** Tel: 047 30888

Caretakers: Pauric Crosby: 087-4105287 Michael Delaney 08 71246272

Appendix C

Letter Template

Death of a Student

Date:

Dear Parent/Guardian

The school has experienced (the sudden death, accidental injury, etc.) of Name of student(s). We are deeply saddened by the deaths/events. Our thoughts are with the (family name).

We have support structures in place to help your child cope with this tragedy. Our tutor system; school Guidance Counsellor and external psychological support from NEPS (National Educational Psychology Service) will all be available to support our school community through this difficult time.

It is possible that your child may have some feelings and questions s/he may like to discuss with you. It is important to give factual information that is age appropriate.

You can help your child by taking time to listen and by encouraging him/her to express feelings. All children are different and will express their feelings in different ways. It is not uncommon for children to have difficulty concentrating or be fearful, anxious, or irritable. They may become withdrawn, cry, complain of physical aches and pains, have difficulty sleeping or have nightmares. Some may not want to eat. These are generally a short-term reaction. Over the course of the coming days, please keep an eye on your child and allow him/her to express his/her feelings without criticism.

Although classes will continue as usual, I anticipate that the next few days will be difficult for everyone.

We have enclosed some information which you may find useful in helping your child through this difficult time.

Young people frequently turn to social media to see what others are saying, or to find out more. At these times, it is important that you monitor their use and engage with them about what they read. We urge you to emphasise and reinforce the need to be extremely sensitive and careful about what they post.

If you would like advice, you may contact the following people at the school on 042-9698294 (Tutor; Yearhead; Guidance Counsellor; Deputy Principal or Principal).

Principal