



Gaelscoil na Ríthe, Domhnach Seachnail, Co. na Mí

www.gaelscoilnarithe.ie

Guthán: 01-8259933 Ríomhphost: gsnarithe@gmail.com



Polasaí Teagmhais Chriticiúla

Seo achoimre ar na céimeanna gnímh ón bPolasaí 'Ag Freagairt do Theagmhais Chriticiúla' le bheith coinnithe go sábháilte ag baill foirne na scoile. Tacaíonn siad don méid atá inár bPolasaí agus leis an gCáipéis 'Ag Freagairt do Theagmhais Chriticiúla'.

Coiste

DUINE	RÓL
Príomhoide [nó Príomhoide Ionaid ina (h)áit]	Ról: Eagar, Teagmháil
Rúnaí na Scoile. [Cúntoir Oide ina (h)áit]	Ról: Fón, Taifead
Cathaoirleach na Scoile [nó Ionadaí ón mBord]	Ról: Eagar, Teagmháil
Ball na Foirne. [Nó Ionadaí ina (h)áit]	Ról: Eagar, Taifead

Paca Eolais:

(Cóip ag an múinteoir atá imithe, cóip san Oifig, cóip sa Seomra Foirne)

- Uimhreacha Gutháin Seirbhísí Éigeandála agus Tacaíochta (Crochta san Oifig, Seomra Foirne & in Oifig an Phríomhoide)
- Uimhreacha Gutháin Tuismitheoirí agus Uimhreacha Gutháin na Foirne
- NB Eolas don lá : Líon páistí, foireann agus tuismitheoirí, - Liosta ainmneacha [foireann, páistí, tuismitheoirí] , uimhreacha fón (gach duine + uimhreacha teagmhála na háite) , ailléirgí.- eolas cruinn tógtha agus cóip fágtha ag an scoil. [Le tabhairt don Rúnaí roimh imeacht]

Na Céimeanna

Céim 1: Eolas curtha in iúl don Coiste (ball amháin ar a laghad)

Céim 2: Plé ag an gCoiste –

- soiléiriú agus bailiú eolais bhreise
- glaoch ar eagrais éigeandála
- teagmháil leis an bhfoireann + glaoch Cruinniú
- teagmháil le tuistí más ann dó ag an bpointe seo (teaghlach etc)
- réamhullmhúcháin do na Meáin + Tuismitheoirí

Céim 3: Cruinniú Foirne (gach duine)

- plé eolais agus cur chuige don lá
- aontú i leith scaipeadh eolais (Tuismitheoirí, Na Meáin, Páistí agus eile)
- eagrú ranganna an lae - maoirseacht
- plé le páistí, tuismitheoirí nó eile le fadhbanna (Fáilteoir ag an doras, Oifig Rúnaí [líne fón glan], Seomraí Ciúnais – Seomra Acmhainní + Leabharlann + Seomraí Acmhainní eile) – cur chuige, pearsanra etc.

Céim 4: Athbhreithniú ag deireadh an lae:

- cruinniú foirne – breathnú siar, plean don chéad lá eile

Céim 5: Athbhreithniú ag deireadh ar fad

- Athchóiriú an Pholasaí
- Monatóireacht
- Baill nua foirne
- Cruinniú den Choiste faoi dhó sa bhliain



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Critical Incident Policy

This is a summary of the action steps taken from the school policy, 'Responding to Critical Incidents', at all times on hand to staff of the school. This is a support document to what is contained in the full policy.

Committee Membership:

PERSON	ROLE
Principal / Deputy Principal (in his/her place)	Organisation, Contact
School Secretary / Special Needs Assistant (in his/her place)	Phone, Recording
Chairperson of BOM / Representative of BOM (in his/her place)	Organisational, Contact
Member of Teaching Staff / Substituted by other member if necessary	Organisational, Recording

Information Pack:

(Copy in possession of teacher on outing, copy in Office, copy in Staff Room)

- Emergency Service and Support Service Phone Numbers
 - (Hung in School Office, Staff Room and Principal's Office)
- Parent Phone Numbers and Staff Phone Numbers
- NB Information on day:
- Number of children, staff and parents –
- List of names [staff, children, parents],
- Phone numbers (all persons on outing/at event + contact numbers for venue),
- Allergy lists – exact information brought on outing with full copy left in school office. [To be handed to School Secretary before departure]

Action Steps (In the case of a Critical Incident)

Step 1: Information made available to Committee at earliest possible time.

Step 2: Discussion by Committee –

- clarifying and gathering further information
- contacting emergency and/or support services
- contact with staff and calling of meeting
- contact with parents if deemed appropriate at this time (family etc)
- preparation of releases to media and parents

Step 3: Staff Meeting (all staff)

- discussion of information and preparation for day
- agreement on dispersal of information (Parents, Media, Children etc.)
- organisation of classes for day – supervision
- dealing with children, parents or others with problems (Staff at door, School Office [clear phone line], Quiet Rooms – i.e. Main Resource Room + Library + Other resource Rooms – approach/methodology, personnel etc.

Step 4: Review of Day 1:

- Staff Meeting – looking back, planning next day
- Committee Meeting – looking back, planning next day

Step 5: Review at end:

- Revision of Policy
- Monitoring
- New Staff Members
- Ongoing Meeting of Committee at least twice a year