



# Beaufort College

## Critical Incident Management Plan

### (CIMP) 2025-26



## INTRODUCTION

Beaufort College aims to protect the well-being of its students and staff by always providing a safe and nurturing environment. The Board of Management has drawn up this *Critical Incident Management Plan* (hereafter referred to as the CIMP) following a consultative process. The plan was devised with reference to advisory material from the Department of Education (hereafter referred to as the DoE). This plan refers to the response taken by this school should a Critical Incident occur. As each Critical Incident will require the school to respond in a manner appropriate to the particular incident at that time, this CIMP is intended to serve as a general outline of procedures to be followed in the event of a Critical Incident occurring.

A Critical Incident Management Team (hereafter referred to as the CIMT) will be established and reviewed on an annual basis to steer the development and implementation of this plan.

This policy should be read in conjunction with the NEPS document, *Responding to Critical Incidents, NEPS Guidelines & Resource Materials for Schools* (2016) available from the school or <https://www.education.ie/en/Schools-Colleges/Services/National-Educational-Psychological-Service-NEPS-/Responding%20to%20Critical%20Incidents.pdf>.

If a Critical Incident occurs on the approach road to the school, the Principals of Beaufort College and Gaelscoil Éanna will meet first to discuss the impact on and the response from each of the schools. Each Principal will then follow the CIMP of their school as appropriate.

## DEFINITION

Beaufort College recognises a critical incident to be any incident or sequence of events which overwhelms the normal coping mechanisms of the school and/or disrupts the running of the school and/or attracts public/media attention on the school.

Critical incidents may involve one or more students or staff members, or members of the local community.

## AIM OF THE CIMP

The aim of this CIMP is to help school management and staff to react quickly and effectively in the event of an incident, to enable to ensure that appropriate support is offered to students and staff. An effective CIMP should ensure that the effects on the students and staff will be limited. It should enable the school to return to normality as soon as possible.

## CREATING A COPING, SUPPORTIVE, AND CARING ETHOS IN THE SCHOOL



While the purpose of this policy is to outline procedures to be followed in the aftermath of a critical incident, all in the school community must follow an overall preventative approach. The school has put systems in place to build resilience in both staff and students, thus preparing them to cope with a range of life events. These include measures to address both the physical and psychological safety of the school community. The following list of examples, while not exhaustive, has been identified as key elements in a school-based preventative approach.

### Physical Safety

Beaufort College has a Health and Safety Statement (including a *Fire & Emergency Evacuation Plan*). The following are examples of some measures taken to ensure the physical safety of members of the school community:

- An emergency evacuation plan is developed and visible around the school
- Regular fire drills occur, followed by review and evaluation
- Fully functional and regularly serviced Fire Alarm System
- Fully functional and regularly serviced Intruder Alarm System
- Weekly Health and Safety checks of the school building and site
- Regular Health and Safety audits
- Fire exits and extinguishers are regularly checked
- Supervision in the morning before school (from 8:00 am), at break time, and lunchtime
- Sign-in/Sign-out systems for students at the main reception area
- Sign-in/Sign-out systems for all visitors at the main reception area
- Risk Assessments carried out on all rooms and school activities
- Synopsis of the Code of Behaviour (with behavioural expectations for the creation of a safer environment) in all student journals
- Child Protection Training for all staff on an annual basis

### Psychological Safety

The leadership and staff of Beaufort College aim to use available programmes and resources to address the personal and social development of students, to enhance a sense of safety and security in the school and to provide opportunities for reflection and discussion. Some of the measures taken by the school to ensure the psychological well-being of the school community include:

- Tutor and Year Head system
- The Guidance & Counselling department supports students through in-class lessons, targeted group work and 1:1 guidance counselling as part of the Whole School Guidance Plan. Strong links with community initiatives and programmes support this work, and follow-on referrals to outside agencies are made where appropriate. The school supports the Guidance Counsellors in attending Guidance Counsellor supervision provided by the DoE and arranged through the Institute of Guidance Counsellors. Guidance counsellors are committed to and avail of regular continuous professional development in a wide variety of areas to support their work with young people.
- Social, Personal and Health education (SPHE) is integrated into the work of the school. SPHE lessons are timetabled for all students. This includes the provision of RSE, Relationships and



Sexuality Education. Themes supporting the development of psychological safety are addressed in SPHE, RSE and other parts of the curriculum. Such themes include communication skills; stress and anger management; resilience; conflict management; problem solving; help-seeking; bullying; decision making, alcohol and drug prevention, grief, and loss; alcohol and drug prevention. Promotion of positive mental health is included in this provision of SPHE, thus forming an integral element of the Beaufort College Wellbeing programme.

- Staff have access to training for their role in SPHE
- The values and principles of the school are communicated to and constantly reinforced for students –

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*“To reach our full potential we are always Ready, Respectful & Responsible”*

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- Staff receive annual training in the Child Protection Procedures and Guidelines. The details of how to proceed with suspicions or disclosures are familiar to all staff
- Child Protection Designated Liaison Person (DLP) and Deputy DLP are appointed and in the reception area of the school building
- The school provides the recommended 400+ hours of Wellbeing at Junior Cycle and annually reviews the Wellbeing Programme at Junior Cycle to meet the various needs of each year group
- Information is provided on supporting positive mental health in general and such specific areas as signs and symptoms of depression and anxiety. The school is linked with the Jigsaw Meath Schools Programme and has facilitated mental health awareness training, including Peer Education programmes in Mental Health and Anti-Bullying. Further developments are planned regarding mental health awareness and training for staff, students, and parents/guardians.
- Many themed weeks, events and activities take place each year which raise awareness and promote mental health and wellbeing, e.g. Multicultural Week, Anti Bullying Week, Stand Up Week, Awards Programme, Whole School RSE Programme, supports for parents/guardians of exam students, curriculum information booklets, exam information booklets for parents, Cyberbullying Workshops for students, Internet Safety Workshops for students, Drugs and Alcohol Workshops for students provided by Community Garda...etc.
- Beaufort College has appointed a full-time HSCL teacher, Behaviour for Learning Teacher, full-time Librarian and School Completion Programme Worker through its DEIS supports to work with students/parents/guardians and families to ensure all have an equal opportunity to engage and experience success.
- Some staff and parents/guardians have received formal training in suicide prevention through the HSE *Safe TALK* and *ASIST* (Applied Suicide Intervention and Skills Training) training programmes.
- The school has a dedicated Anti-Bullying team who have received training and is extremely active in implementing preventative and educational strategies. The school has a clear policy on bullying and deals with bullying incidents under this policy



- The Student Care Team meets every week to discuss concerns and support students in crisis. Referrals to outside agencies occur where appropriate
- The School Services Support team (Faoi Bhláth) meet weekly to ensure the appropriate school resources are allocated to students/families referred to the team through the Year Head system.
- Staff are informed about how to access personal support for themselves through the Employee Assistance Services.
- The school has qualified Learning Support teachers and Co-ordinators for ASD Classes, Draíocht.
- There is an induction programme for new staff
- There is an extensive transition programme for all first-year students
- The school offers a broad range of extra-curricular activities on an annual basis for students
- The school continuously works to develop working links with a range of external agencies e.g., HSE Drugs Counselling Service, Foróige Programme, Garda Youth Diversion Programme, Jigsaw Meath...etc.

## CRITICAL INCIDENT MANAGEMENT TEAM (CIMT)

A CIMT has been established in line with best practice. The CIMT are the Student Care Team, School Secretary & Caretakers, Chairperson of the Board of Management, and the school chaplain. The team members will meet annually to review and update the policy and plan. Each member of the team has access to the secure CIMP MS Team. This contains a copy of the policy and plan and materials particular to their role, to be used in the event of an incident.

The members and assigned roles of the CIMT for Beaufort College are as follows:

CIMT Member	Position	CIMT Assigned Role(s)
Ken Flynn	Principal	Team Leader/Garda Contact /Media Contact
Karen Tobin	Deputy Principal	Staff Contact
Suzanne Markey	Deputy Principal	Parent Contact
Dominic Phillips	Deputy Principal	Student Contact
Rachel Dunphy	School Secretary	Admin Support
Bill Sweeney	Chairperson BOM	
Fr. Robert McCabe	BOM Member	
Rosie Carty/Paula Jennings	Guidance & Counselling	Student Support
Marie Russell	Guidance & Counselling	Student Contact / Media Monitor
Aileen Moran	HSCL	Family/Community Contact
Derek O'Neill	School Completion Programme	Student Support
Fran Dignam/Liam McLarney	Caretaker	Facilities Management

Other LMETB staff will be informed in the event of a critical incident, e.g., Carmel McEvoy (Critical Incident Liaison for LMETB), the Chief Executive of LMETB and the Director of Schools for LMETB.



## BEST PRACTICE IN MANAGING CRITICAL INCIDENTS

The key to managing a critical incident is planning. NEPS Psychologists report that schools where a school policy and a CIMP are developed can cope effectively in the aftermath of an incident. Having a plan enables staff to react quickly and effectively to maintain a sense of control. It may also ensure that normality returns as soon as possible and that the effects on the students and staff are limited.

### Research suggests that an effective response by the school during the first 48 hours is crucial.

To ensure this occurs Beaufort College will carry out the following:

1. Annual review of the CIMP and CIMT
2. Maintain an up-to-date list of contact numbers for staff, parents/guardians of students and the emergency support services
3. Maintain a texting system for staff and parents/guardians so that information can be conveyed should a Critical Incident happen outside of normal school hours
4. Copies of the CIMP (containing a list of contact details and a map of the school building) will be retained on the CIMP MS Team and in the Principal's Office
5. All staff will be made aware of the Health and Safety Statement, the Fire Evacuation Procedures, the location of defibrillators and the names of those trained in their use and First Aid. These lists will be posted near the defibrillators, in the staffroom, in the Administrative Office and attached to this document
6. Staff will be reminded of these procedures at the initial staff meeting annually, and a soft copy of the CIMP will be uploaded to the Digital Staff Room.

## PROCEDURES TO BE FOLLOWED IN THE EVENT OF A CRITICAL INCIDENT IN BEAUFORT COLLEGE

On notification of a Critical Incident, the Principal will convene the CIMT to:

- Ascertain the facts
- Convene Critical Incident Management Team (CIMT) meeting (in school or virtually)
- Contact the families concerned (where appropriate)
- Make an initial assessment of the incident and determine the response level needed, i.e. Response level 1, 2 or 3 as outlined in *Responding to Critical Incidents Guidelines and Resource Materials* Section 4.
- Consider which agencies need to be contacted and contact appropriate agencies (e.g., NEPS for Response Level 2 and 3, DoE).
- Agree on a statement of facts for staff, pupils, parents/guardians, and the media. Inform the relevant parties as appropriate and ensure that the agreed statement is delivered to staff and students in a clear, appropriate, and consistent manner
- Inform staff, students, BOM, Parents Association, LMETB Critical Incident Liaison person, Director of Schools, CE LMETB. Regarding students, informing as class groups are better than larger assemblies



- Contact Principals in other schools, where appropriate and ask for Guidance Counsellors to be available if needed to attend on site. Remind Principals of the importance of confidentiality until information shared with the school community and request no comments to media etc. as all must come through the school Principal where the CI has occurred
- Plan a whole staff briefing considering supervision arrangements
- Consult staff and students if there is an event scheduled such as educational outing, sports competition etc.
- Identify high risk pupils
- Agree the text of a letter/text message or communication to be sent to parents
- Discuss how to deal with the Media. **The principal will deliver all statements to the news and media**
- Appoint one/two persons to deal with phone calls
- Delegate appropriate responsibilities to the CIMP members and organise timetable/supervision rota for the day
- Appoint two/three members of staff to meet with parents attending the school after the news of the CI has been made public and advise them of the appropriate next steps
- Organise support spaces in the school for students to talk with Guidance Counsellors or other school staff e.g., tutor, year head or other appropriate staff/adults. Consider which rooms will be allocated to school personnel, which rooms will be allocated to external agencies and which rooms will be allocated to students as a 'quiet room'. Organise supervision for the 'quiet room' and set up a sign in/sign out procedure for same. A similar room may be set up for staff.
- Consider letters of consent/phone calls to parents for students to access the services of the school psychologist
- Appoint a member of the CIMP to compile a list of all students who access the services of the guidance counsellors/school psychologist/external agencies
- Endeavour to maintain the regular school routine, if possible
- When appropriate arrange for representatives from the school to visit the home(s) of the person(s) concerned
- Agree the next meeting time for the CIMP/key staff
- Arrange a follow up staff meeting at the end of the day
- If necessary, a decision regarding a possible temporary closure of the school will be made by the CE, Director of Schools and/or the Principal.

### Supplementary Procedures in the event of death:

- Inform staff and pupils of the funeral arrangements
- Arrange involvement in the liturgy if agreed with the bereaved family. Consider different religions in the school when deciding which students should attend (if any) etc.
- Facilitate staff and pupils' response e.g., book of condolence, BOM, LMETB, Parents Association, Student Council vote of sympathy, flowers, guard of honour
- Support distressed pupils and staff
- Ensure appropriate support services are available
- Care of the deceased person's possessions in keeping with parents/guardians' wishes



- Facilitate return to school of siblings and close friends
- Monitor siblings and friends of the deceased and engage in regular communication with their parents/guardians
- Update and amend school records and inform the DoE

### Confidentiality and good name considerations

Management and staff of Beaufort College have a responsibility to protect the privacy and good name of people involved in any incident and will be sensitive to the consequences of public statements. Members of school staff will bear this in mind, and seek to ensure that students do so also, e.g., the term 'suicide' will not be used unless there is factual information that death was due to suicide, *and* that the family involved consents to its use. The phrases 'tragic death' or 'sudden death' may be used instead. Similarly, the word 'murder' should not be used until it is legally established that a murder was committed. The term 'violent death' may be used instead.

The principal will instruct school staff and students to refrain from engaging with social media in the event of any critical incident to protect confidentiality and good name considerations. Members of the CIMT have been appointed to the role of media monitor to support this further.

### Follow-Up Actions

The Principal and the CIMT will engage in follow-up work in the weeks, months and years following a critical incident. The purpose of this follow-up will be to help the school community cope with the impact of the event in the longer term and to monitor those individuals with ongoing difficulties. The school will also make decisions regarding reviewing the Critical Incident Policy and plan memorials where appropriate.

Following a Critical Incident, it is expected that there will be 'normal' distress among several students, especially close friends or relatives. Within approximately six weeks, most students will have returned to normal functioning. However, if students continue to show significant signs of distress some weeks after the incident, they may need to be referred on to other external agencies. The CIMT will decide on the appropriate steps that need to be taken for particular students on an individual basis.

### Medium-term Actions regarding a CI

It may sometimes be the case that the first day following a critical incident is quite calm as people may be in shock. However, it is widely recognised that day two may be a day when more support is needed as the news begins to sink in. The CIMT will continue to meet each day until the school returns to normal functioning

The CIMT will also consider the following:

- Preparation for the return of a bereaved student
- Discussions around a memorial for a particular student. A representative from the school will liaise with the relevant family in this regard



- Discussion around upcoming events that the deceased student would have been part of, including: awards ceremonies, how to manage exam results, Graduation and Debs nights etc
- Discuss the management of exam results and the return of practical work submitted to the SEC. The SEC will be notified of the need to attend to the issuing of results of a deceased student
- Return personal belongings to the family or families
- Mark the school's calendar in advance with the anniversary date. Anniversaries may trigger emotional responses in students or staff, and they may need additional support at this time. The school may decide to acknowledge the anniversary and will link with the family on any proposed commemoration
- Sensitivity around birthdays, Christmas, Mother's Day, Father's Day...etc.

### Review & Evaluation of the CIMP

Following a Critical Incident, the CIMP will evaluate the school's response to the Critical Incident and will amend the CIMP where appropriate. A selection of review and evaluation questions which will be utilised, includes:

- What went well?
- Where were the gaps?
- What was most helpful?
- What was least helpful?
- Have all necessary onward referrals to support services been made?
- Is there anything outstanding that requires follow-up or review?

### Consultation and Communication regarding the Plan

All staff were consulted, and their views canvassed in the preparation of this plan. The PTA were also consulted and asked for their comments. Our school's final plan in relation to responding to critical incidents has been presented to all staff. All new and substituting staff will be informed of the details of the plan by the Principal/Deputy Principal. Staff will be reminded regularly that the Critical Incident Folder is located at all times in the main office at the school.



## APPENDIX 1: LIST OF OTHER RELEVANT CONTACT DETAILS

<b><u>Other Contacts</u></b>	<b><u>Address</u></b>	<b><u>Contact Details</u></b>
Ambulance Services		999 or 112
Our Lady's Hospital Navan	Abbeyland South, Navan, Co. Meath	0469078500
Our Lady of Lourdes Hospital Drogheda	Windmill Road, Moneymore, Drogheda, Co Louth	0419837601
Navan Garda Station	Abbey Road, Navan	0469036100
Navan Fire Station	Abbey Road, Navan	0469051068
Meath County Council  Out of Hours Emergency RTA	Budvinda House, Dublin Rd, Navan	0469097000  1800445335
Gaelscoil Éanna NS	Trim Road Navan	0469029739
St. Patricks Classical School PP	Moatlands, Abbeyland South, Navan	0469023772
St Michael's Loreto PP	Athlumney, Navan	0469023830
St. Josephs Mercy PP	Mercy Convent, Navan	0469021830
Colaiste Na Mí PP	Johnstown, Navan	0469012130
Martin O'Brien (CE of LMETB)	LMETB Administrative Office, Abbey Road, Navan,	0469068200
Fiona Kindlon (Director of Schools, LMETB)	LMETB Administrative Office, Abbey Road, Navan	0469068200
Carmel McEvoy (LMETB CI Liaison Person)	LMETB Administrative Office, Abbey Road, Navan.	0469068200
NEPS – North Eastern Region (Bridgit Rodden)	NEPS, Department of Education Head Office	018892700
Bus Inspector	Bus Eireann Regional School Transport Office, Area Office,	01 8302222 01 7034996



	Broadstone, Dublin 7	
State Examinations Commission	Cornamaddy, Athlone, Co. Westmeath	090 6442700
HSE Covid-19 Contact Number		1850 241850
Jigsaw Meath	25 Brews Hill, Dillonsland, Navan,	046 9071702
HSE Primary Care Team	Railway St., Navan	046 9098800 046 9076400
Tusla Child and Family Agency	Meath Enterprise Centre, Trim Rd., Navan	046 9078830
SENO	NCSE Friars Mill Rd, Mullingar	01 6033230
Department of Education	Marlborough Street, North City, Dublin 1	01 8896400
Spectrum.Life: EAS Consultants		1800 411 057 Text: "Hi" to 087-3690010
TUI	73 Orwell Road, Dublin 6	01 4922588
Forsa	Nerney's Ct Rotunda Dublin	01 8171500
St. Mary's Catholic PP Fr. Declan	St. Mary's Catholic Parish Navan	046 9027518
St. Mary's Church of Ireland Cannon Clarke	St. Mary's Church of Ireland Parish, Navan	046 9021172
Navan Muslim Community Centre	Canon Row, Navan	089 4888358



## APPENDIX 2: HEALTH & SAFETY INFORMATION

***Staff who have received Defibrillator Training and/or First Aid Training. The defibrillators are located in the staff room, ancillary room, and sports hall.***

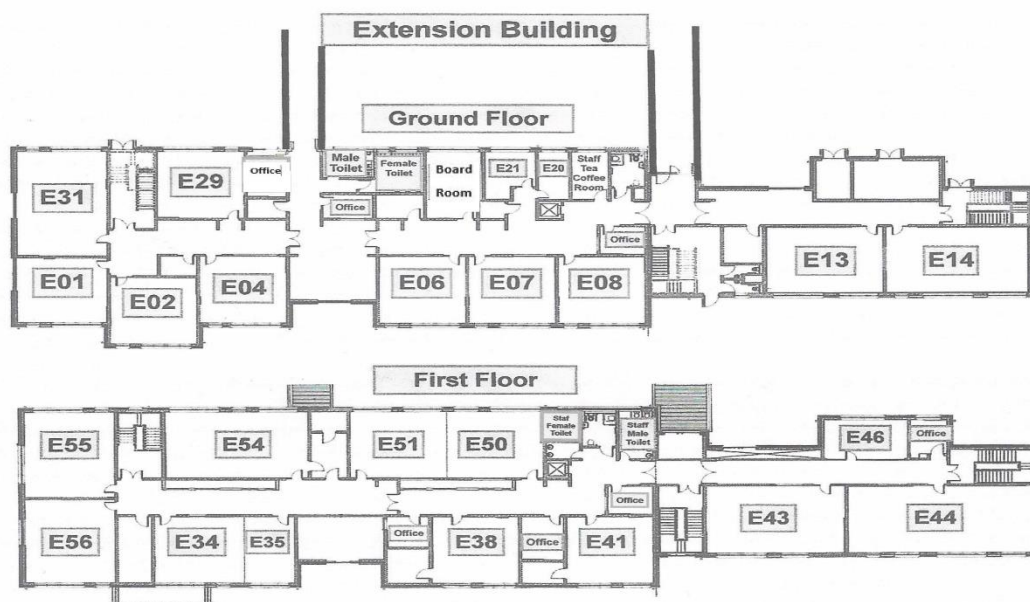
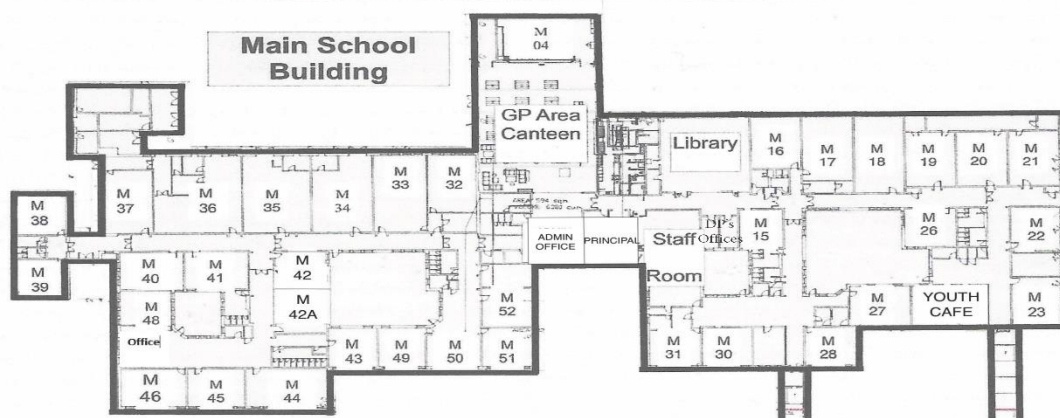
<b><u>Staff Member</u></b>	<b><u>Room</u></b>	<b><u>Contact Details</u></b>	<b><u>Defib Training</u></b>	<b><u>First Aid Training</u></b>
Aimee Swaine			Y	Y
David Caffrey			Y	Y
Keith Munnelly			Y	Y
Maeve Cline			Y	Y
Majella Fitzsimons			Y	Y
Seamus Martin			Y	Y
Sean Hughes			Y	Y



## APPENDIX 3: SCHOOL LAYOUT



**Beaufort College Room Map**





## APPENDIX 4: SAMPLE ROLES AND RESPONSIBILITIES

### Team leader: School Principal

#### Role

- Alerts the team members to the crisis and convenes a meeting
- Coordinates the tasks of the team
- Liaises with the Board of Management; DoE; NEPS; SEC
- Liaises with the bereaved family

*(Note – A Deputy Principal of the school will take the role of Team Leader in the event that the Principal is absent)*

### Team leader: School Principal

#### Role

- Liaises with the Gardaí
- Ensures that information about deaths or other developments is checked out for accuracy before being shared

### Staff liaison: Deputy Principal

#### Role

- Leads briefing meetings for staff on the facts as known, gives staff members an opportunity to express their feelings and ask questions, outlines the routine for the day
- Advises staff on the procedures for identification of vulnerable students
- Provides materials for staff (from their critical incident folder)
- Keeps staff updated as the day progresses
- Is alert to vulnerable staff members and makes contact with them individually
- Advises them of the availability of the EAS and gives them the contact number

### Student liaison: Guidance & Counselling

#### Role

- Co-ordinate information from staff about students they are concerned about
- Alerts other staff to vulnerable students (appropriately)
- Provides materials for students (from their critical incident folder)
- Maintains student contact records (R1).
- Looks after setting up and supervision of 'quiet' room where agreed
- Monitors attendance of students
- Assists Principal

### Community/agency liaison: HSCL

#### Role

- Maintains up-to-date lists of contact numbers of



- Emergency support services and other external contacts and resources
- Liaises with agencies in the community for support and onward referral
- Is alert to the need to check credentials of individuals offering support
- Coordinates the involvement of these agencies
- Updates team members on the involvement of external agencies

### Parent liaison: Home School Community Liaison

#### *Role*

- Visits the bereaved family with the team leader
- Arranges parent meetings, if held
- May facilitate such meetings, and manage 'questions and answers'
- Manages the 'consent' issues in accordance with agreed school policy
- Ensures that sample letters are typed up, on the school's system and ready for adaptation
- Sets up room for meetings with parents
- Maintains a record of parents seen
- Meets with individual parents
- Provides appropriate materials for parents (from their critical incident folder)

### Media liaison: School Principal

#### *Role*

- In advance of an incident, will consider issues that may arise and how they might be responded to (e.g., students being interviewed, photographers on the premises, etc.)
- In the event of an incident, will liaise where necessary personnel / agencies
- Will draw up a press statement, give media briefings and interviews (as agreed by school management)
- Principal will be supported by Social Media Monitors (Guidance & Counselling & HSCL)

### Administrator: School Secretary

#### *Role*

- Maintenance of up-to-date telephone numbers of
  - Parents or guardians
  - Teachers
  - Emergency services
- Takes telephone calls and notes those that need to be responded to
- Ensures that templates are on the school's system in advance and ready for adaptation
- Prepares and sends out letters, emails, and texts
- Photocopies materials needed
- Maintains records



### Record keeping: School Secretary

In the event of an incident each member of the team will keep records of phone calls made and received, letters sent and received, meetings held, persons met, interventions used, material used etc.

The school secretary will have a key role in receiving and logging telephone calls, sending letters, photocopying materials, etc.



## SHORT-TERM ACTIONS – DAY 1

Task	Name
<b>Gather accurate information</b>	Team Leader
<b>Who, what, when, where?</b>	Team Leader
<b>Convene a CIMT meeting – specify time and place clearly</b>	Team Leader
<b>Contact external agencies</b>	Team Leader
<b>Arrange supervision for students</b>	Deputy Principal
<b>Hold staff meeting</b>	<b>All staff</b>
<b>Agree schedule for the day</b>	Team Leader & CIMT
<b>Inform students – (close friends and students with learning difficulties may need to be told separately)</b>	Team Leader & CIMT
<b>Compile a list of vulnerable students</b>	ALL STAFF Guidance & Counselling
<b>Prepare and agree media statement and deal with media</b>	Team Leader
<b>Inform parents</b>	Team Leader
<b>Hold end of day staff briefing</b>	Team Leader



## MEDIUM-TERM ACTIONS - (DAY 2 AND FOLLOWING DAYS)

Task	Name
Convene a CIMT meeting to review the events of day 1	Team leader
Meet external agencies	Team Leader
Meet whole staff	Team Leader
Arrange support for students, staff, parents	Team Leader & CIMT
Visit the injured	Team Leader & HSCL
Liaise with bereaved family regarding funeral arrangements	Team Leader & HSCL
Agree on attendance and participation at funeral service	Team Leader & HSCL
Make decisions about school closure	Team Leader / CE / Director of Schools



## FOLLOW-UP – BEYOND 72 HOURS

Task	Name
Monitor students for signs of continuing distress	Tutors / Class teachers
Liaise with agencies regarding referrals	Guidance & Counselling / Care Team
Plan for return of bereaved student(s)	HSCL
Plan for giving of 'memory box' to bereaved family	Team Leader & HSCL
Decide on memorials and anniversaries	BOM/Team Leader & Care Team
Review response to incident and amend plan	CIMT



## APPENDIX 5: RESOURCES FROM NEPS GUIDELINES – RESPONDING TO CRITICAL INCIDENTS

### Resources

Below is a sample of online resources to support young people who have experienced loss and grief. These resources are intended to complement NEPS' existing publication '[Responding to Critical Incidents-NEPS Guidelines and Resource Materials for Schools](#)'.

#### a) Coronavirus and Bereavement

[The Irish Hospice Foundation](#) have developed practical and easily accessible materials for the Irish context, and include resources and supports available from organisations such as the HSE, DES and websites such as RIP.ie. There are also topic specific resources addressing issues such as '[Planning a funeral in exceptional times](#)', '[Grieving in exceptional times](#)' and '[Helping children grieve during COVID-19 restrictions](#)'

[Winston's Wish](#) is a British childhood bereavement charity with a very comprehensive website. Their COVID-19 page has useful resources, such as '[How to say goodbye when a funeral isn't possible](#)', '[Telling a child someone has died from coronavirus](#)' and '[Managing grief in isolation](#)'

#### b) General Bereavement

[Rainbows](#) is a free, voluntary service that supports children and young people with separation and bereavement. Support programmes for children and young people at both primary and post-primary level are available for students three months (minimum) after the experience of a loss. Further information and resources are available at their website.

[Barnardos](#) provide wide-ranging services to families, including support around bereavement. There is a downloadable e-book and links to various services available on their website.

[The Irish Childhood Bereavement Network](#) is a member organisation where families, professionals and schools can obtain information, guidance and support from various professionals. In addition to resources and supports, courses are available for professionals to develop their skillset in supporting bereavement.

#### c) Suicide and Bereavement

The [National Office for Suicide Prevention \(NOSP\)](#) is the body responsible for co-ordination and implementation of the national strategy for suicide prevention. As well as general information and resources, the site includes details on regional contacts for Suicide Resource Officers/Samaritans etc., details of various training programmes, and how professionals can access 'Urgent Help' at times of crisis.

[Headspace](#) is an Australian organisation for youth mental health. Their website has very practical materials for supporting those who have lost a loved one through suicide.

#### d) SEN and Bereavement

[Mencap](#) have materials for explain loss and death to people with learning disabilities and includes literature for specific aspects such as '[What can I do to feel better](#)' and '[Going to a funeral](#)'



## Resources: For parents sharing sad news with their child

The following NEPS resources may be helpful for parents:

[\*Children's Understanding and Reaction to Death \(R6\)\*](#)

[\*Stages of Grief \(R7\)\*](#)

[\*How to cope when something terrible happens \(R8\)\*](#)

[\*Reactions to a Critical Incident\*](#)

[\*Ways To Help Your Child Through This Difficult Time \(R12\)\*](#)

### Other Recommended Resources

[Barnardos](#) provide a wide-ranging service to families including support around bereavement. Downloadable e-books both parents and children are available on their website as well as links to various services. A national [telephone support service for parents](#) is available in response to the challenges they are facing during the COVID-19 pandemic. Freephone 1800 910 123 (from 10am to 2pm, Monday to Friday). Barnardos also provide a [children's bereavement helpline service](#), for members of the public seeking information and support in relation to bereavement. Telephone 01 473 2110 (from 10am to 12pm, Monday to Thursday)

[The Irish Childhood Bereavement Network](#) is a member organisation where families, professionals and schools can obtain information, guidance and support from various professionals. In addition to resources and supports, courses are available for professionals to develop their skillset in supporting bereavement.

[Winston's Wish](#) is a British childhood bereavement charity with a very comprehensive website. Their COVID-19 page has useful resources, such as '[How to say goodbye when a funeral isn't possible](#)', '[Telling a child someone has died from coronavirus](#)' and '[Managing grief in isolation](#)'

[The Irish Hospice Foundation](#) have developed practical and easily accessible materials for the Irish context, and include resources and supports available from organisations such as the HSE, DES and websites such as RIP.ie. There are also topic specific resources addressing issues such as '[Planning a funeral in exceptional times](#)', '[Grieving in exceptional times](#)' and '[Helping children grieve during COVID-19 restrictions](#)'

[Mencap](#) have materials for explain loss and death to people with learning disabilities and includes literature for specific aspects such as '[What can I do to feel better](#)' and '[Going to a funeral](#)'

### Supports for younger people

Childline (ISPCC) is Ireland's 24-hour national listening service for young people up to the age of 18. Freephone 1800 666 666 (any time, day or night). Text 50101 (from 10am to 4pm every day). Chat online at [www.childline.ie](http://www.childline.ie) (from 10am to 4pm every day).

The [YourMentalHealth.ie](http://YourMentalHealth.ie) website has information on all mental health supports and services available nationally & locally from the HSE and its funded partners. You can also call the freephone *YourMentalHealth Information Line* to find supports and services: 1800 111 888 (any time, day or night).





NEPS respond to critical incidents on request from affected schools.



School authorities seeking support should contact their [local NEPS office](#) during working hours, Monday – Friday.







## Policy for Resolution/Ratification by LMETB Board

School	Beaufort College
Policy Title	Critical Incident Management Plan 25-26
Date of School Board of Management Meeting	28/08/2025
Please confirm if a quorum was present at the meeting (4)	Yes
Please confirm if the completed Policy Consultation Record was presented at the meeting	N/A
Policy Proposed By	Robert McCabe
Policy Seconded By	Ciara Carry
Signed Chairperson	
Date	28/08/2025
Signed Principal/Secretary	
Date	28/08/2025