



Gaelscoil Phort Láirge,
Baile Mhic Gonair,
Port Láirge,

051 879736
gsphortlairge@gmail.com
www.gaelscoilphortlairge.ie

Critical Incident Policy

Critical Incident Management Team

Ainm	Role
Fionnuala De Chnuic (<i>Chairperson</i>)	<ul style="list-style-type: none"> ● Media spokesperson ● Inform teachers and school staff ● Inform parents ● Communicate with students
Megan Ní Dhálaigh (<i>Vice-Chairperson</i>)	<ul style="list-style-type: none"> ● Media spokesperson ● Inform teachers and school staff ● Inform parents ● Communicate with students

Steps to be taking when a critical incident occurs

1. Visit the site
2. Make emergency calls if necessary (*e.g. doctor, fire brigade, UHW*)
3. Escort teachers to site (if necessary)
4. Contact parents if necessary
5. Request support from NEPS.
6. Communicate with specific parents if necessary
7. Letters or text messages to be sent (if necessary)
8. Communicate with Chairperson of Board of Management

Critical Incident Contact List

Agency	Contact Number
Gardaí	(051) 305311
Hospital (UHW.) Accident & Emergency	(051) 848000 (051) 842000
Fire brigade	112
<u>Doctors</u> Carraighoun Surgery	(051) 325130
C.A.M.H.S.	(051) 842146
School Inspector (Noreen Bambury)	(087) 2509785
N.E.P.S. Psychologist - Clodagh Herron	0862061549
Priest – Fr Liam Power	(087) 2899843

Critical Incident Management Team

Role	Name and Email	Phone
Team Leader	Fionnuala De Chnuic (príomhoide@gaelscoilphortlairge.ie)	(087) 9903046
Garda Liaison	Fionnuala De Chnuic (príomhoide@gaelscoilphortlairge.ie)	(087) 9903046
Student Liaison	Megan Ní Dhálaigh	(087) 7476426
Parent Liaison	Megan Ní Dhálaigh	(087) 7476426
Community Liaison	Ronán Ó hÓgartaigh (BOM Chairperson)	(087) 2428523

Media Liasion	Fionnuala de Chnuic Megan Ní Dhálaigh	(087) 9903046 (087) 7476426
Administrator	Rúnaí na Scoile; Sarah	(051) 879736

Reference List

Appendix	Document Title	Location
Appendix A	Sudden Death or Accident Letter	Folder in school and office computer
Appendix B	Violent Death Letter	Folder in school and office computer
Appendix C	Media Notification	Folder in school and office computer

The most recent review on this policy was completed by the Board of Management on the 23rd March 2026. The policy will next be reviewed in 2029, or if changes become necessary.

Síniú an Chathaoirligh: Ronan Ó hÓgartaigh Dáta: 23ú Márta 2026

Síniú an Phríomhoide: Fionnuala De Chnuic Dáta: 23ú Márta 2026

Appendix A



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{Dáta}

A thuismitheoirí, a chairde,

Is oth liom a rá gur cailleadh *{ainm an scoláire}* go tobann. Táimid ar fad go mór faoi bhrón agus ag cuimhneamh ar mhuintir *{ainm clainne}* i láthair na h-uaire.

The school has experienced the *{sudden death / accidental injury / etc.}* of *{name of student}*. We are deeply saddened by the *{death/events}*. Our thoughts are with *{family name}*.

We have support structures in place to help your child cope with this tragedy.

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 short term reactions. Over the course of the coming days, please keep an eye on your child and allow him/her to express their feelings without criticism.

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

An information night for parents is planned for *{date, time and place}*. At that time, further information about how to help children in grief will be given.

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.

Má tá tuilleadh eolas nó comhairle uait labhair leis na daoine seo leanas ar scoil. If you would like any advice you may contact the following people at the school: *{details}*.

Is mise le meas,

Appendix B



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{Dáta}

A thuismitheoirí, a chairde,

Táim ag scríobh chugat faoi eachtra an-bhrónach a thárla. *I need to inform you about a very sad event that has happened.*

A child / young person from the neighbourhood / the sister/brother of *{name of student}*, a student here at the school was killed as a result of a *{violent attack / violent incident in the street / etc.}* earlier this week. We are all profoundly saddened by his/her death.

We have shared this information and have had discussions with all of our students so that they know what has happened. School staff members have been available for students on an on-going basis today. Other support personnel *{including psychologists, etc. according to actual arrangement}* are available to advise staff in their support of students.

The death of any young person is tragic, but a violent death is even more difficult. It is hard to have to teach our children about the violence in our world and to accept that sometimes we do not have the power to prevent it.

This death may cause a variety of reactions in your child. Some children / young people may be afraid for their own life and for the lives of those they love. Take time to listen to their fears and reassure them that what has happened is rare.

The media are in the vicinity of the school and may approach your or your children. You need not respond to their questions if you are approached. We will not allow the media to interview your child at school and our general advice is that you should not let your child be interviewed. They are not mature enough to judge what to say and may say something they will regret later.

In these times, young people may tend to turn to social media to see what others are saying, or to find out more. While social media can be of great consolation, we would urge you to reinforce the need to be extremely sensitive about what your son / daughter might post to others.

Táimid go mór le *{Clann Uí ?}* agus le gach éinne agaibh chomh maith. Our thoughts are with *{family name}* and with each of you.

Is mise le meas mór,

Fionnuala De Chnuic

Appendix C



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{Dáta}

A chara,

Is mise Fionnuala De Chnuic, phríomhoide Phortláirge. Chualamar ar maidin faoi bhás *{ainm na mic léinn}*. Is tragóid dochreidte don gelann, don scoil agus bpobal. Táimid go mór faoi bhrón. Cuirimid ár gcomhbhrón in iúl don teaghlach.

My name is Fionnuala de Chnuic and I am the principal of Gaelscoil Phortláirge. We learnt this morning of the death of one of our students *{name of student}*. This is a terrible tragedy for the family, our school and our community. We are deeply saddened by these events. Our sympathy and our thoughts are with *{name of student}*'s family and friends.

{Name of student} was a *{m.sh. 5th year boy}* and will be greatly missed by all who knew him.

We have been in contact with *{his/her}* parents and they have requested that we all understand their need for privacy at this difficult time.

Offers of support have been pouring in and are greatly appreciated. Our school has implemented our Critical Incident Management Plan.

Psychologists from the National Educational Psychological Services (NEPS) and *{insert other information if relevant}* have been with us all day supporting and advising teachers in their efforts to assist our students at this time.

The teachers have been helping the students to deal with the tragic event.

The school has been open to parents to support them and to offer them advice and guidance.

Lorgaimid ár bpríomháirdeachas agus bhur meas le bhur dtoil. We would ask you to respect our privacy at this time.

Is mise le meas mór,

Fionnuala De Chnuic