



**Blackrock College**

**School Plan in the Event of a Critical Incident**

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## **Introduction**

This plan seeks to support school management, administration and staff in Blackrock College and Willow Park in the event of a critical incident. It is informed by our Spiritan ethos upon which rests our commitment to the well-being of everyone in the school community. It is based on previous school policy “In the Event of a Tragedy” and on the 2016 Guidelines from NEPS, which are available on the SET website [www.education.ie](http://www.education.ie). The policy was prepared by members of the Critical Incident Management Team

## **Definition of Critical Incident**

A critical incident is any incident or sequence of incidents which overwhelms the normal coping mechanisms of the school. This includes any tragedy such as the sudden, unexpected death of a student or students or staff member(s). The sudden death of a student or staff member, whatever the cause, has a major effect on the whole school community. The school’s response should be based on an initial assessment of the gravity of the incident.

## **Initial Assessment of the Incident**

This assessment is undertaken by members of the Critical Incident Management Team which is made up of the Principal, Deputy Principal, Head of Pastoral Dept. Head of Counselling Dept. Chaplains, Relevant Deans and Year counsellor. Each potential member of the CIMT should have a copy of and be aware of the contents of the **NEPS Guidelines: Responding to Critical Incidents 2016**.

**Response Level 1:** The death of a student or staff member who as terminally ill/ death of a parent/sibling; a fire in the school not resulting in serious injury; serious damage done to school property.

**Response Level 2:** The sudden death of student or staff member.

**Response Level 3:** An incident or event involving a number of students; a violent death; an incident with high media profile or involving a number of schools.

## Suggested Guidelines

In the event of a tragedy (having alerted the appropriate emergency services where necessary):

- 1.1 The Principal and/or School Chaplain should verify the facts as soon as is possible.
- 1.2 Contact the bereaved family. Express sympathy and assure them of the school's support. Ensure that the family know who is the contact person in the school (Principal/Chaplain/Dean).
- 2.1 The Critical Incident Management Team which is made up of the Principal, the Deputy Principal, The Head of the Pastoral Dept., The Head of Counselling Dept., The Chaplains, the relevant Dean, year Counsellor and representatives of our support staff should meet as soon as is practical to prepare an agreed statement and put in train communication with the staff and pupils. Each incident is different and specific tasks (see Appendix 5) should be assigned to members of the Team. The prepared statement should be available in the Staffroom and at Reception. Any press release should be agreed with the family (see NEPS Guidelines p.56)
- 2.2 Depending on the level of the incident the staff should be informed at a staff meeting and/or by a notice. If it is deemed necessary to inform students in class groups some or all of the following resources from the NEPS Guidelines should be made available to staff.
  - R5:** A classroom session following a critical incident (pg. 57-59)
  - R6:** Children's understanding and reaction to death according to age (pg. 60-61)
  - R7:** Stages of grief (pg. 62)
  - R8:** How to cope when something terrible happens (pg. 63)
  - R9:** Reactions to a critical incident (pg. 64)
  - R10:** Grief after Suicide (to be used only when it is clear that the death was due to suicide and the parents have acknowledged this.) (pg. 65)
  - R17:** Frequently Asked Questions - Teachers (pg. 76-77)
  - R23:** Teachers helping students in a crisis or emergency (pg. 92-96)
- 3.1 **A Student Death**
  - Relatives, within the school, should be identified and informed in advance of the general student body.
  - The agreed statement should 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. Conclude with a prayer.
  - Staff and pupils should be given an opportunity to communicate their feelings, insights and observations through the College Counselling Service.

- After the initial communication, pupils should be allowed to stay behind if they so wish. Members of the Pastoral Teams and Counselling Department should be available to counsel as required.
- An Assembly for each Year with prayers should take place.
- A Liturgy for the particular Year including the class representatives of all Years could be organised – this would include others who wished especially to go.
- A Book of Condolences should be opened and located in the College Chapel. A Ministry of Welcome team should be present, if possible, at the chapel.
- The School will close on the morning of the funeral. In the event of the death of a Boarder, it may be necessary to close for a full day.
- A notice of closure could be published in the press.

### **3.2 A Staff Death**

- Staff to be informed in advance of student body
- Ensure that staff and pupils are given an opportunity to communicate their feelings, insights and observations.
- A Mass for all the staff including class representatives from each Year (and others who wished especially to go).
- Arrangements on the day of the funeral at the discretion of the Principal.

### **3.3 Death of a member of Student's Family**

- Establish if student has relations in the school who should also be informed.
- If during school day, in consultation with family, decide when student should be informed and by whom.
- Appropriate condolences expressed to family and student.
- Student's teachers should be informed and appropriate notice displayed in Staff Room.
- Decision of Response Group as to how closest friends, student's Year Group and the general student body should be informed.
- R.E. Teacher should begin R.E. class with appropriate prayer.
- Make funeral arrangements known to Staff and Students.
- On day of funeral closest friends may attend where appropriate.
- Students R.E. class may attend a Mass during R.E. class time on day of funeral.
- On student's return to school, a further Mass may be offered by Chaplain in consultation with student, with R.E. class and/or close friends.
- Student informed of continuing availability of Chaplains and Counsellors.

## **4. If the critical incident occurs during the course of a school day, each Year group, after the facts have been verified will have an Assembly at which:**

- (i) A prepared written statement will be read out by the Dean.
- (ii) A para-liturgy will take place.
- (iii) Parents/ Guardians to be informed by text/email/letter.

(see sample letters R2 of NEPS Guidelines p.54)

Depending on the gravity of the incident students should be informed in class groups or in an Assembly of the directly-affected Year group. This will take place in the College Chapel. The Chaplain will lead the liturgy.

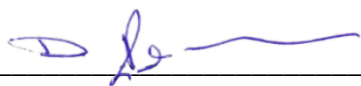
The other Assemblies may take place in the Jubilee Hall, Lecture Room, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Year Assembly Areas.

Members of the Spiritan Community, R.E. and Pastoral Departments will lead these liturgies.

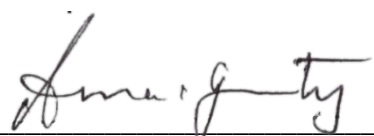
5. The Principal or his nominee, should deal with all media enquiries. (For advice on dealing with the media see NEPS Guidelines 44-46). Decisions on attendance at funeral service should be made in consultation with the family and the Parish Priest.
6. Depending on the gravity of the incident the CIMT meet to review the actions taken and consider the need for medium and long term actions.

This policy has been ratified by the Board of Management on 4.09.18

Signed:

  
Chairperson, Board of Management

Signed:

  
Secretary, Board of Management

## **Appendix I Useful Phone Numbers**

### **EMERGENCY CONTACT LIST**

Gardai 999/112 or Blackrock Station	01-6665200
Ambulance 999/112 or by Medical Professionals	01-6709111
Fire Brigade 999/112 or Dun Laoghaire Station	01-2801904
College G.P. (Dr. Marmion)	01-2887328
Hospital (A&E) (St. Vincent's Hospital)	01-2694533
Board of Management (Alan MacGinty)	01-2752100
State Examinations Commission (if during exam time)	0906 442700/6
Alan MacGinty (Principal)	087 1207468
Brian Herlihy (Deputy Principal)	087 2426149

### **PSYCHOLOGICAL/COUNSELLING SERVICES**

NEPS (Blackrock)	0761108400
Cluain Mhuire (16 yrs+)	01-2172100
DELTA (Dun Laoghaire)	01-2366730
Lucena Clinic (up to 16 yrs)	01-4923596
Institute of Psychosocial Medicine	01-2800084
Clan William Institute	01-6761363
Brief Therapy Group	01-4913033

## Appendix II Sample Letters and Press Statements

(AS PER NEPS GUIDELINES):

### 1. SAMPLE LETTER TO PARENTS/GUARDIANS - SUDDEN DEATH/ACCIDENT

*This letter can be used as a template for schools when they are informing parents of a tragedy, offering some advice and outlining what the schools response involves (brief details of the incident and, in the event of a death, perhaps some positive remembrances of the person lost). Where text/social media are used for communicating with parents this content will help with drafting. (School Contact Details) (School Crest).*

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 (family name). We have support structures in place to help your child cope with this tragedy (elaborate). 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 reaction. 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. (Optional) 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. 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 emphasis 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 (details).

Principal's signature



## 2. SAMPLE LETTER TO PARENTS/GUARDIANS - VIOLENT DEATH

*This letter can be used as a template for schools when they are informing parents of a violent death, offering some advice and outlining what the schools response involves. (Give accurate information about the incident, but avoid using the word murder as this will not be established until the court case is completed).*

Dear Parent/ Guardian

I need to inform you about a very sad event that has happened. A child/young person from the neighborhood, the sister/ brother of (name of student), a student here at 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 death. We have shared this information and 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 arrangements) 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. We have enclosed some additional information that may be useful during this time. The media are in the vicinity of the school and may approach you 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 children 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 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. Our thoughts are with (family name) and with each of you.

Principal's signature

### 3. SAMPLE LETTER TO PARENTS/GUARDIANS – SUDDEN DEATH OF A MEMBER OF STAFF

*This letter can be used as a template when informing parents of the sudden death of a colleague.*

Dear Parent/ Guardian

Blackrock has experienced the tragic loss of our great friend and colleague  
\_\_\_\_\_.

The extended Blackrock Community of religious, staff, parents, past-students and boys is deeply saddened by (his/her) death.

Our thoughts and prayers are with his family. (2/3 sentences about the colleague's family)

(Paragraphs offering advice to parents)

People grieve in many different ways, at different times. It is not always obvious. Please keep an eye on your sons. You can help your son by taking time to listen to him and to encourage him to express his feelings. It is not uncommon for youngsters to be fearful, anxious or irritable, to be withdrawn or not to sleep well. If he has questions, it is important to give factual information that is age appropriate.

If you have concerns about your son at any stage we urge you to discuss these with your GP and to inform the school as soon as possible. Young people frequently turn to social media to see what others are saying, 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.

The school has support structures in place for our students and we will continue this work in the coming (weeks/term). We re-open on \_\_\_\_\_. The advice of NEPS is that boys have continuity, that the rhythm of the school continues, that it is a safe and secure place.

I have attached details of arrangements for the new term. Please also find attached an information sheet of available support.

Finally thank you for your support, your sympathy, your understanding. These are dark days. We will get through this together. May (he/she) rest in peace.

Principal's signature

#### **4. SAMPLE ANNOUNCEMENT TO THE MEDIA**

*This can be used as a template by schools to be emailed, posted on the school social media site or given to the media. It may help to decrease the number of media calls and callers to the school. In some instances it is not appropriate to provide names or information that might identify individuals. This announcement will need to be changed based upon confidentiality issues, the wishes of the victim's family and the nature of the incident.*

Dear Parent/ Guardian

My name is (Name) and I am the principal of (Name) School. We learned this morning of the death of (one of our students or Name of student). This is a terrible tragedy for family(ies), our school and our community.

We are deeply saddened by these events. Our sympathy and thoughts are with (Name) family and friends. Name of student/students was a (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 Service (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 students to deal with the tragic event. The school has been open to parents to support them and to offer them advice and guidance. We would ask you to respect our privacy at this time.

Thank you.

Principal's signature

## **Appendix III Sample Prayers and Liturgies**

The school's response should be sensitive to different religious beliefs and different traditions amongst students and staff. For example, attendance at a Christian service may not be acceptable to parents whose children are of other religious beliefs, or of none. This may result in some students being excluded. It is also important to be mindful of different cultures, and of differing religious beliefs and rituals that exist around death. If students are to attend a funeral rite of a religion or denomination other than their own, it may be helpful to prepare them by exploring the rituals and beliefs particular to that religion. The school could ask the parents' advice in relation to these matters.

### **MASS: DEATH OF A YOUNG PERSON**

#### **Introduction:**

Death is always a shock; even more so when it is the death of a young person, known to us for either a short or a long time. We have many words and few words; many words to say what is unimportant and few words to say the real, caring things we would like to say to each other. We come here to remember a young person, to give thanks, even in our grief, for his/her life, to offer each other, and especially those who will most miss him, the consolation of our love and presence; and to offer also the promise of eternal life. Our consolations will be the joyful memories we have; our sadness is that a young person has gone from us, at an age we did not expect. Our sure hope is that the Lord our God will welcome him home, and that one day we will be united together in heaven. In the depth of our loss and hope we now pray and offer the sacrifice and thanksgiving of Jesus to his Father.

#### **Penitential Rite**

We come to God, knowing we need his mercy and forgiveness, and so in preparing to celebrate the Mass we call to mind our sins:

I confess ...

#### **Opening Prayer**

Lord God, source of all life, in this world and the next,  
we pray to you for our dear brother/sister ...  
Welcome him/her to the eternal joy of your kingdom  
and give us all new hope in our sorrow  
that one day we shall all be with you and with each other  
in your home where every tear will be wiped away.  
Grant this, we ask you, through Christ our Lord.

First Reading Is 55:6-11

A passage from Isaiah about the mystery of the ways of God, and how we cannot understand Him always, nor understand why things happen as they do. But it is a confident statement of belief that nothing of what God makes or does is wasted, but is part of a loving plan.

A Reading from the Prophet Isaiah

Seek the Lord while he is still to be found,  
call to him while he is still near.

Let the wicked man abandon his ways,  
the evil man his thoughts.

Let him turn back to the Lord who will take pity on him,  
for my thoughts are not your thoughts  
my ways not your ways – it is the Lord who speaks.

Yes, the heavens are high above the earth

As my ways are above your ways,  
my thoughts are above your thoughts.

Yes, as the rain and the snow come down from the heavens and do not return without watering the earth, making it yield and giving growth to provide seed for the sower and bread for the eating, so the word that goes from my mouth does not return to me empty, without carrying out my will and succeeding in what it was sent to do.

This is the word of the Lord.

Responsorial Psalm Psalm 24

**RESPONSE:** THIS DAY YOU WILL BE WITH ME IN PARADISE.

1. Lord, make your ways known to me,  
teach me your paths.  
Set me in the way of your truth, and teach me,  
for you are the God who saves me. **R**
2. All day long I hope in you  
because of your goodness, O Lord.  
Remember your kindness, Lord,  
your love, which you showed long ago.  
Do not remember the sins of my youth,  
but rather, with your love remember me. **R**
3. Relieve the distress of my heart,

free me from my sufferings,  
forgive all my sins.   **R**

## Gospel

Reading from the Gospel according to Matthew (11:28-29)

Jesus said to his disciples: “Come to me, all you who are weary and burdened,  
and I will give you rest. Take my yoke upon you and learn from me,  
for I am gentle and humble in heart, and you will find rest for your souls.  
For my yoke is easy and my burden is light.”

## The Gospel of the Lord

### Prayer over the Gifts

Lord God, Father of our Lord and Brother, Jesus Christ,  
we give to you in bread and wine  
the sadness at our loss and our thanks for ...  
May we all grow in hope this day  
As we pray with him/her and all who have gone before us,  
who have shared in the Bread of Life at your table.  
we ask this in the name of Jesus the Lord.

### Invitation to Communion

This is the body of the risen Lord, which we gratefully receive in memory of .....and in our hope of eternal life. We are happy to be called to this Eucharist.

### Communion Reflection

We can look on death in many ways;  
a cloud that is dark,  
a moment of intense aloneness,  
a stinging fear;  
an experience we resist and  
don't wish to talk of.  
We cannot avoid it nor escape it;  
our experience this day  
reminds us that death is a moment we all will face.  
Can we see in it  
the outstretched hand of God,  
the light beyond the cloud that is dark;  
or the companionship of Christ Jesus in this  
As loved ones who have died in the peace of Christ  
beckoned us into life,  
they beckon us too,  
our family and friends,  
from beyond this earthly life  
to share in the light and love  
of the God whose death was the beginning  
of the risen life on Easter morning.

### Concluding Prayer

Lord God, your gift of the Body and Blood of Christ  
is a sign of your unending love for your people.  
May we be strengthened in our loss,  
may we be encouraged in the darkness of death  
and live our lives in service of you  
as we hope to share in the risen life of Christ.  
We make our prayer through Christ our Lord.

**YEAR ASSEMBLY ON THE OCCASION OF THE  
DEATH OF A STUDENT.**

**Statement by Dean.** (supplied by Mr Alan MacGinty)

**Prayer Service:**

**Leader:** In the Name of the Father and of the Son and of the Holy Spirit.

**All.** Amen

**Leader:** Dear God, Our father,  
we gather together today to pray for.....,  
one of our school community.  
We know that your care for .....does not stop with his death.  
Our prayer is that he is now at peace in the sure presence of your great love for  
him.  
We know your love for .....is greater than that of all those who  
have known him and have cared for him.  
You called him into life. You gave him many good things  
and good people to share his life.  
You have called him to share now in your eternal life.  
We thank you for the joy that he brought to so many here and we pray that he  
now shares the joy of your presence in heaven.

Reading.

Student: A Reading from Isaiah.

Do not be afraid for I have redeemed you.  
I have called you by your name and you are mine.  
Should you pass through the sea,  
I will be with you; or through rivers,  
they will not swallow you up.  
For I am the Lord your God,  
the Holy One of Israel, your saviour.  
You are precious in my eyes;;  
you are honoured and I love you  
Do not be afraid, for I am with you.  
(Is. 43:1-3a, 4a)  
Quiet pause.



## PRAYERS OF THE FAITHFUL

**Leader:** We now read 5 short prayers:

**Student:** Give eternal rest to ..... and may the light of Jesus Christ shine upon him.  
Lord hear us.

**R.** Lord graciously hear us.

**Student:** Give to those who mourn .....and especially his family and those who will miss him most, the hope that he is with God. And let them always be grateful for the good of his life.  
Lord hear us.

**R.** Lord graciously hear us.

**Student:** We for all those of our own families and those we were close to who have died. We pray too for those who have died unmourned and unloved.  
Lord hear us.

**R.** Lord graciously hear us.

**Student:** We pray for our school community, especially those in ..... Year. May we continue to be a support to each other.  
Lord hear us.

**R.** Lord graciously hear us.

**Student:** Lord we do not know the length of our days. Help us to spend our time well. Increase our faith in you and help us to appreciate how much you value us.  
Lord hear us.

**R.** Lord graciously hear us.

**Leader:** Jesus gave us a great prayer which acknowledges that we are all family with each other because we have one father who is God. So let us pray the Our Father together.

**All:** Our Father, who art in heaven, hallowed be thy name; thy Kingdom come; thy will be done on earth as it is in heaven.  
Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil, Amen.

**Leader:** We conclude this brief Prayer Service with a prayer for each other.  
We ask God's blessing on us all today;  
That we may appreciate and care for each other;  
That we may help and understand each other;  
That we may be supportive of each other, not just in these days,  
but throughout our days in Blackrock.  
We ask this through our Lord Jesus Christ, your Son who lives  
and reigns with you and the Holy Spirit, One God, forever and  
ever.

**All:** Amen.

Final Blessing

**Leader:** May the Blessing of Almighty God, Father, Son and Holy Spirit be with us all.

**All:** Amen

Dean concludes Assembly:

- 1). Information re arrangements for rest of the day.
- 2). Availability of Counsellors;
- 3). Dismissal

## MEMORIAL SERVICE FOR A STUDENT

Introduction:

**Celebrant:** In the name of the Father and of the Son and of the Holy Spirit.

**All:** Amen

We gather this morning to remember your friend Philip, to pray for his family, for you his friends, and for all those who mourn his loss. As we gather to share stories and to support one another, we remember that as Christians we believe that for Philip his life has changed and not ended.

Lord God, source and destiny of our lives, in your love you gave us Philip to grow in wisdom, age and grace. Now you have called Philip to yourself. As we grieve the loss of one so young, we seek to understand your purpose. Be with us as we gather to share stories, and to reach out to one another in prayer, and keep us always mindful of the love you have for each of us. We ask this through Christ our Lord.

**All:** Amen

Scripture Reading.

**Reader:** A Reading from the Book of Sirach (6:14-17)

A faithful friend is a sturdy shelter; he who finds one finds a treasure. A faithful friend is beyond price, no sum can balance his worth. A faithful friend is a life-saving remedy, such as he who fears God finds; for he who fears God behaves accordingly, and his friend will be like himself.

Psalm 23

**Response:** The Lord is my Shepherd, there is nothing I shall want:

Gospel reading John 6:51-58

I am the living bread that came down from heaven. If anyone eats of this bread, he will live forever. This bread is my flesh, which I will give for the life of the world. Then the Jews began to argue sharply among themselves: "How can this man give us his flesh to eat?" Jesus said to them, "I tell you the truth, unless you eat the flesh of the Son of Man and drink his blood, you have no life in you. Whoever eats my flesh and drinks my blood has eternal life, and I will raise him up on the last day. For my flesh is real food and my blood is real drink. Whoever eats my flesh and drinks my blood remains in me, and I in him. Just as the living Father sent me and I live because of the Father, so the one who feeds on me will live because

of me. This is the bread that came down from heaven. Your forefathers ate-manna and died, but he who feeds on this bread will live forever”.

**Reflection and Remembrance:** (this allows those gathered an opportunity to process their emotions and feelings while remembering Philip as well as the promises God has made to us).

The celebrant will offer a few words of reflection and then begin the period of reflection by inviting friends to share their thoughts.

**Lighting Candles and Prayer of Intercession:** Philip’s friends are invited to light a candle as a symbol of their prayer.

(Marcus): Reflection: Slipped Away

**Celebrant:** In this difficult time, let us turn to Jesus Christ with confidence and faith in the power of his cross and resurrection: Lord hear us.

**All:** Lord graciously hear us.

**1:** We pray for Philip, a child of God, may the Lord hold him securely in his loving embrace now and for all eternity. Lord hear us.

**All:** Lord graciously hear us.

**2:** We pray for Philip’s family, especially his parents, brothers and sisters that God will comfort them at this sad time. Lord hear us.

**All:** Lord graciously hear us.

**3:** We pray for all Philip’s friends that we may be consoled in our loss. Lord hear us.

**All:** Lord graciously hear us.

**4:** We pray for all those who have lost loved ones recently. May the Lord give them eternal rest. Lord hear us.

**All:** Lord graciously hear us.

**5:** We pray for those who have died and have nobody to remember them. Lord hear us.

**All:** Lord graciously hear us.

**Celebrant:** Lord remember us in your mercy, and teach us how to pray.

**All:** Our Father ...

**Closing:** inform students of resources/support available to them at school).  
Pastoral Care, School Chaplaincy, Open Door Chapel ...

**Celebrant:** The Lord be with you.

**All:** And also with you.

**Celebrant:** Let us pray: Lord, Philip is gone now from this earthly dwelling and has left behind those who mourn his absence. Grant that as we grieve for our friend Philip we may hold his memory dear and live in hope of the eternal kingdom where you will bring us together again. We ask this through Christ our Lord.

**All:** Amen.

**Celebrant:** Eternal rest grant unto Philip, O Lord.

**All:** And let perpetual light shine upon him.

**Celebrant:** May he rest in peace.

**All:** Amen.

May his soul and the souls of all the faithful departed, through the mercy of God, rest in peace.

**All:** Amen.

**Celebrant:** May the love of God and the peace of the Lord Jesus Christ bless and console us and gently wipe every tear from our eyes.

May the blessing of Almighty God, in the name of the Father, Son and Holy Spirit come upon you all and remain with you always.

**All:** Amen.

## Appendix IV Prayer Service for Deceased Staff Member

1. Gathering Song: 'O Lord hear my prayer'.

2. Opening Prayer:

Lord God, source of all life, in this world and the next,  
we pray to you for our dear brother John.  
Welcome him to the eternal joy of your kingdom  
and give us all new hope in our sorrow  
that one day we shall all be with you and with each other  
in your home where every tear will be wiped away.  
Grant this we ask you through Christ our Lord. Amen

3. Psalm 22:

*Response:* The Lord is my Shepherd,  
there is nothing I shall want.

The Lord is my Shepherd; there is nothing I shall want.  
Fresh and green are the pastures where he gives me repose.  
Near restful water he leads me to revive my drooping spirit.

Response.

He guides me along the right path; he is true to his name.  
If I should walk in the valley of darkness no evil would I fear.  
You are there with your crook and your staff;  
with these you give me comfort.

Response.

You have prepared a banquet for me in the sight of my foes.  
My head you have anointed with oil; my cup is overflowing.  
Surely goodness and kindness shall follow me all the days of my life.  
In the Lord's own house shall I dwell forever and ever.

Response.

4. Gospel

A reading from the holy Gospel according to Luke.

On the first day of the week, at the first sign of dawn, they went to the tomb with the spices they had prepared. They found that the stone had been rolled away from the tomb, but on entering discovered that the body of the Lord Jesus was not there. As they stood there not knowing what to think two men in brilliant clothes suddenly appeared at their side. Terrified, the women lowered their eyes. But the two men said to them, “Why look among the dead for someone who is alive? He is not here; He has risen. Remember what He told you when he was still in Galilee: that the Son of Man had to be handed over into the power of sinful men and be crucified, and rise again on the third day?” And they remembered his words.

This is the Gospel of the Lord.

5. Prayer of the Faithful:

Let us pray now to God, the source of life; we pray for our friend....., who has died, and also for his (family members.....) and all who mourn him. We pray for ourselves and for all God's people. The response is: “Lord graciously hear us”.

- Give eternal rest to .....and may the light of Jesus Christ shine upon him.

Lord hear us. *R.*

- Give to all who mourn him and will miss him, especially....., the hope that he is with God and let us always be thankful for the good of his life.

Lord hear us. *R.*

- And we pray for all we know who have died, our own family and friends.

Lord hear us. *R.*

- We pray for all of our colleagues through the years who have died. May our good memories of them remind us that here we have a community of staff and students that stand in support of one another.

We ask God's blessing on us all.

Lord hear us. *R.*

Grant to us, Lord God, a strong confidence.

That you are Lord of the living  
and that nothing you have made is forgotten  
in your sight and in your love.  
We ask this in the name of Jesus the Lord.  
Amen.

**6.** Reflection in Music: ‘The Lord is my Light’

**7.** Concluding Prayer.

O Lord, support us all the day long,  
until the shadows lengthen, and the evening comes,  
and the busy world is hushed,  
and the fever of life is over  
and our work is done.  
Then, Lord, in your mercy, grant us safe lodging,  
a holy rest, and peace at the last;  
through Jesus Christ our Lord.       Amen.

**8.** Final Blessing:

May God the Father and the Son bless us in the unity of the Holy Spirit.  
Amen.

May the souls of the faithful departed through the mercy of God rest in peace.  
Amen.

May Mary, Mother of God and our Mother,  
Queen of Victories and Patroness of the College,  
Pray for us.  
Amen.

**9.** Recessional Music: “Exaudi Nos”.



## **Appendix V Suggested specific roles in the event of a Critical Incident.**

\*Based on 3.4 from NEPS Document.

Suggested specific roles in the event of a critical incident.

**Team Leader:**

**Family Contact:**

**Garda Contact:**

**Staff Contact:**

**Parent Contact:**

**Community Agency Contact:**

(Emergency Services, Medical Services, Board of Management, National Educational Psychological Service, Health Service Executive, Teacher Unions, State Examinations Commission, Parish Priest/Clergy).

**Media Contact:**

**Administrative Tasks**

**Classroom Tasks:**

## **Appendix VI Prayer during RE Period to mark the Passing of the Parent of a Student**

### **A Reading from the Gospel of St. Matthew (11:28-30)**

Come to me, all you who labour and are overburdened and I will give you rest. Take my yoke upon you and learn from me, for I am meek and humble of heart; and you will find rest for yourselves. For my yoke is easy and my burden light.

The Gospel of the Lord  
Reflection given by chaplain

### Prayers of the Faithful

Today let us pray with faith and in hope that the God who sustains all things will bless us as we offer our support and sympathy to the ..... Family

We remember ..... who was so deeply loved by his family and friends.  
May he know the fullness of peace and joy in your heavenly kingdom where every tear is wiped away.

Lord Hear Us  
Lord Graciously Hear Us

We pray for our friend ..... (student name) , and for his family ..... (name mother/siblings). Comfort them during this time of sadness and great loss. Surround them with your presence and love.

Lord Hear Us  
Lord Graciously Hear Us

We ask your blessing Lord on all who dedicate their lives to the care of the sick and especially for those who looked after ..... during his illness. Reward them for their goodness and give them a generous spirit so that they may continue their great work.

Lord Hear Us  
Lord Graciously Hear Us

Let us pray for all those in the school community who may be suffering because of bereavement or illness. Bless them with an awareness of your presence and through the gift of your Spirit grant them healing and strength for each day.

Lord Hear Us

Lord Graciously Hear Us

Let us pray quietly for our own needs and intentions.

Finally we join all our prayers together with the words that Jesus taught us:

Our Father....



## What to Look Out For

Sometimes those grieving may need professional help particularly if some of the following persist for a period of time after the death.

Below are some signs that you may need to talk to someone, or seek Professional Help.

- A prolonged loss of interest in daily activities
- A prolonged change in appetite
- Disruptive sleep patterns – unable to sleep
- Persistent self-blame or guilt
- Withdrawal from friends, hobbies, school activities
- Prolonged fear or anger
- Behaving as a much younger child

Seek Help immediately if you see signs of

- Risk taking behaviour, reckless driving, alcohol or drug abuse
- Self-destructive behaviours – self harm
- Expressions of suicidal thoughts
- Giving away belongings

## Who Can I Contact – Where do I get help?

### The first port of call is your family GP

The following websites and numbers may be helpful for additional support/advice

<p><b>Aware</b></p> <p>Website: <a href="http://www.aware.ie/services/">www.aware.ie/services/</a> Phone: 1800 80 48 48</p>	<p>A listening service for people who experience depression and are concerned about family and friends.</p>
<p><b>Walk in My Shoes</b></p> <p>Website: <a href="http://www.walkinmyshoes.ie">www.walkinmyshoes.ie</a> Email: <a href="mailto:help@walkinmyshoes.ie">help@walkinmyshoes.ie</a> Phone: 01 249 3555</p>	<p>The Walk in My Shoes Helpline for 18-25 year olds is a confidential telephone and email service staffed by experienced mental health professionals Monday to Friday from 09.00 am to 05.00 pm with an answering and call-back facility outside hours.</p>
<p><b>Pieta House</b></p> <p>Website: <a href="http://www.pieta.ie">www.pieta.ie</a></p>	<p>Find your nearest Pieta House: 1800 247 247</p> <p>Or you can text <b>HELP</b> to <b>51444</b> (standard message rates apply).</p>
<p><b>Samaritans</b></p> <p>Email: <a href="mailto:jo@samaritans.org">jo@samaritans.org</a> Helpline 116 123 (24 hr/365 days a year) SMS Text message to 087 260 9090</p>	<p>Helpline and 24/7 text support 365 days of the year</p>
<p><b>Jigsaw</b></p> <p>Website: <a href="http://www.jigsaw.ie">www.jigsaw.ie</a></p>	<p>Find Your Local Jigsaw: <a href="https://www.jigsaw.ie/need-help/find-a-jigsaw/">https://www.jigsaw.ie/need-help/find-a-jigsaw/</a></p>
<p><b>Barnardo's</b></p> <p>Website: <a href="http://www.barnardos.ie">www.barnardos.ie</a> Phone: 01 839 1766</p>	<p>Parenting Positively – Helping teenagers to cope with Death. <a href="#">Click here to view booklet.</a></p>
<p><b>TeenLine</b></p> <p>Website: <a href="http://www.teenline.ie/">http://www.teenline.ie/</a></p>	<p>TeenLine Ireland is a non-profit organisation aimed directly at young people aged between 13-19 years old. If you need to talk the helpline is open between 8-11pm 7 days a week. All calls are confidential.</p>