

# Suicide Postvention Response Plan

<i>Inform</i>		
Document	Staff	Who
	Inform staff ASAP and keep them well-informed about all available information regarding the suicide and the response plan [inclusive of staff on leave]	Principal
	Inform staff of the option of not being involved if their own wellbeing is at risk	Principal
	Inform staff of support they can access- Employee Assistance Program & self-care/look out for each other – Staff area	Principal
	Inform staff that the students will be notified in small groups and avenues of assistance for them	Principal
	CRTS	Principal
Document	Students	Who
	Inform close friends and vulnerable students personally and provide sources of immediate and ongoing support	SSL/PC
Script - Insert	Inform students using the agreed script in small groups; [Students also provided with parent letter] <ul style="list-style-type: none"> <li>■ Friends closest to the student: Pulled out prior</li> </ul> In PC groups <ul style="list-style-type: none"> <li>■ Students in the same year level</li> <li>■ Student in the same class</li> </ul> In house same year level groups <ul style="list-style-type: none"> <li>■ Other students</li> </ul>	WFT, SSL, PC
Document	Parents	Who
	Inform the parents of close friends and vulnerable students to ensure support at home	SSL
Letter - insert	Inform parents via letter/email to give them immediate and accurate information about the school's response to the suicide	PC
	Provide parents with contact information for support for them and their children [letter and newsletter]	PC
Document	Community	Who
PC Proforma - Insert	Inform all auxiliary adults who will have contact with students in the following 24 hours	Office
	Inform principals of schools within the area, specifically those attended by the students siblings or known close friends	Principal

<i>Manage</i>		
Document	<b>Staff</b>	<b>Who</b>
	Identify and plan support for staff at risk	Principal / Welfare Co-Ord
	Encourage staff to contact Employee Assistance Program if they require additional support pH 1800 337 068	Principal / Welfare Co-Ord
	Inform staff of identified liaison person	WFT, SSSOs, HS
Insert	Provide staff with details of the information being provided to parents and staff – Information provided to staff in PD/Sub school kit	WFT
	Check in with staff at the start and end of the day for wellbeing and consistent messaging – Morning and afternoon briefing	Principal
Document	<b>Students</b>	<b>Who</b>
	Immediately follow up all unexplained student absences	Admin
	Set up a student support room that is staffed with appropriate personnel – G12	WFT
	Work collaboratively with headspace school support and others identify and plan support for students at risk	WFT
	Monitor students and in collaboration with mental health agency, begin assessments of students identified as at risk	PC, SWC, SSSOs
Document	<b>Parents</b>	<b>Who</b>
	Establish a line of support with the family of the deceased student [Initial phone call?]	Principal
	Gather and protect students belongings – on family wishes, discussed in a latter phone call	Principal
Insert	Encourage parents in the school community to access mental health services and referral pathways if needed – Newsletter and phone call home	PC
	Determine time, location and personal for a parent information and support session	WFT, SSSOs
Document	<b>Other considerations</b>	<b>Who</b>
	Consider who needs information on [Staff PD] <ul style="list-style-type: none"> <li>- Identifying the risk factors for suicide</li> <li>- Understanding grief responses</li> <li>- Referral pathways to support services</li> </ul>	Headspace, WFT

	Document	Media	Who
		Contact schools' governing body media unit or headspace school support for advice	Principal /APS
	Insert	Consult suicide post-vention toolkit/guidelines or headspace school support for advice – In sub-school kits	WFT
	Insert Script	Consider the need for an appropriate media response	Principal /APS
	Document	Social media	Who
		Consider the impact of social media	IT Team
		If the use of social media escalates distress consider intervening	Open tribute page and monitor – close friend group option
		Use social media for consistent messaging around help seeking and information sharing	
		Consult with headspace school support for ongoing management of social media	
	Document	Emergency response team	Who
		Undertake self-care: <ul style="list-style-type: none"> <li>- Debrief everyday</li> <li>- Identify a self-care activity for each member</li> <li>- Discuss coping mechanisms</li> <li>- Watch for signs of vicarious trauma</li> <li>- Ensure that staff can take a break from the response is required</li> </ul>	APs, SSSOs
	Document	Next step	Who
		Document the incident and all actions undertaken	Principal
		Organise a meeting with key players to develop a plan for foreseeable future	WFT, Headspace
		Headspace support for up to 18 months post event.	