



# Essential checklist



Emergency Response Initiative Consortium

**Key actions to be taken after news of a suspected suicide. Schools need to react efficiently and effectively in the event of a critical incident. To ensure this happens, all necessary actions should be allocated to named people in advance.**

## Practicalities

If the incident happened on site, there are specific actions that need to be taken. If it wasn't on site, go to Essential communications.

- Send coded message to staff
- Call the police and follow their advice around managing students on site
- Named person with responsibility for managing the scene should secure area and arrange for students to be diverted away and back to classrooms. Scene of the death must not be disturbed
- Inform parent/carers
- Support witnesses. Police will take statements on arrival
- Be mindful of siblings/best friends on site

## Essential communications

- Share information with staff, governors, local authority and other key stakeholders (including informing other Jewish schools)
- Enter names of key stakeholders here

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## Essential communications continued.

- Call CST hotline 0800 0328477 to alert the ERIC team
- Follow guidance on breaking news to students in as small units as possible (p.6 and then p.14-16 for scripts for staff)
- The affected class needs a modified statement (see p.6 of ERIC guide)
- Prepare email communication for parents of students (see p.17) and include helpful conversations leaflet for parents and carers
- Manage press queries (see p.20-21) Press should follow the Samaritans guidance on good practice reporting on suicide ([click here](#))
- Manage social media
- Step up monitoring of known vulnerable students and staff (see p.8)

## Care and support

(see also Taking control of the incident in ERIC guide p.6-7)

- Extra support will be needed for students close to the deceased who should be informed separately
- Contact bereaved family to offer support
- Comfort affected students and staff before ERIC arrives
- Parents/carers of students who are deeply impacted by news should be spoken to regarding arrangements for children

## Support Rooms for ERIC Team

- Ensure there is a large space for group work spaces for small group work and individual spaces
- Ensure water, tissues, art materials and snacks are available

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