

education.sa.gov.au/suicide-response



| Staff | Who will do it? |
|---|-----------------|
| Inform your Education Director. They will inform the | |
| Director, Incident Management Division (08 8226 1840). | |
| Call Employee Psychology Services on 08 8226 0744 to discuss psychological support for staff as soon | |
| as possible. | |
| Convene your school's emergency response team. | |
| Confirm each person's tasks. | |
| Let staff know as soon as possible. Keep them updated with relevant details about the student's death. Let them know | |
| about the response plan. Think about any staff on leave and | |
| regular relief teachers. Remember your volunteers too. | |
| Let staff know they can choose to not be involved. | |
| Students | Who will do it? |
| Call SWISS on 08 8314 4100. | |
| SWISS are the department's Social Work Incident Support Service. | |
| For close friends and vulnerable students, let them know | |
| one-on-one. Be a source of immediate and ongoing support. | |
| Let students know in small groups. Use the agreed student | |
| script. Think about: • friends closest to the student | |
| students in the same year level | |
| • students in the same class as a sibling. | |
| Do not hold whole school assemblies for this purpose. Home group or small year level group is preferred. | |
| | |
| Identify and check in with vulnerable students. For example, anyone with their own grief, loss or mental health issues. | |
| Find ways to inform students who are absent or off-site. | |
| For example, FLO students. Make sure they are not alone. | |
| Parents and carers | Who will do it? |
| Inform the parents or carers of close friends and vulnerable | |
| students. This helps make sure there is support at home. | |
| Let all parents and carers know by letter or email. | |
| Use the agreed letter template. Using this will help you: • give immediate and accurate information | |
| talk about your school's response to the incident share details about services for families and their children | |
| share details about services for families and their children explain how to respond to a sudden death | |

• explain how to respond to a sudden death.

Community

Who will do it?

If appropriate and needed, inform the: • principal of any schools attended by the student's siblings. • chairperson of the governing council, if appropriate. • principal at any schools previously attended.

Inform

Support

Manage