



Schools have also been provided with 'A whole school approach to loss, separation and bereavement' and should consult the section 'Immediate support strategy'. In addition you should follow your action card in your SEMP. The following FOUR STEP PLAN will support your response to any incident that impacts on the well-being of the school community:

1. Convene all staff for a briefing: You may need to ask staff to come in early so that this has been completed before pupils arrive at school. Ascertain the facts so that every staff member is fully informed, can relate appropriate information and ensure false rumours are not spread. Share only information that the NHS and the individual family affected have agreed to. Decide on a lead member of your team. If the headteacher is upset by what has happened, it may be more difficult for them to function in this role so think about who would be the best person to deal with this. (link to your roles in the SEMT)

2. Class briefing: Each teacher will then take time at the beginning of the school day to relate the information they have been told that they can share with their class. Children and young people need a truthful explanation that makes sense of the main facts, which is appropriate for their age. Even very young children can really benefit from being given a description and explanation of what has happened. Tell pupils that they can talk to any staff member they want to if they are feeling sad or need help.

3. Provide a quiet room/ safe haven for several days. This should be staffed by a known and skilled member of staff who can be available to listen. Perhaps provide warm drinks, biscuits and art materials. Some children and young people may want to use dolls or toys, or draw pictures to help them to understand what has happened.

4. Consider how you will communicate with families, press office and Local Authority. While most people recover naturally from traumatic events, if symptoms are severe or continue beyond four weeks, further specialist mental health support should be sought. **If necessary, contact your link CAMHS Mental Health Specialist or the CAMHS single point of contact** for further advice and referral.