 Post Incident Support Checklist

Most important is the health and wellbeing of all those involved and or affected by the incident or events. Where necessary, schools should seek help from the Department and external organisations.

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| **Post incident support - assistance for students, parents / carers and staff** | CompletedSign / time / date |
| Identify students, parents/carers and staff who may be particularly affected by the incident |   |
| Consider requesting support from educational professionals and or other organisation (such as the Local Authority, Academy Trust, Samaritans, Teacher Support Network, NSPCC etc. that are suitably trained  |   |
| Offer students and staff the opportunity for psychological support and counselling |   |
| Ensure staff and students know that support is available and arrange access to these services as necessary |   |
| Ensure that staff and students have access to breakout areas where they can take timeout |   |
| Consider how it is appropriate to debrief all staff and students, and by whom |   |
| Provide opportunities for students to discuss their experiences (e.g. promoting discussion during class, arranging a special lesson). Do not discourage students from talking about their experiences. Consider creating a safe space for students to record messages, and/or utilising IT |   |
| Arrange for a member of staff to visit those affected (at home or at hospital). Ask for consent from parents / carers before doing this |   |
| Make arrangements to express sympathy to those who have been hurt. Consider encouraging students to send cards / messages to those affected |   |
| Manage any distress that could be caused by ongoing Police enquiries, legal proceedings and media attention |   |
| Cancel or rearrange any events which are inappropriate |   |
| Be sensitive about the demands on staff and students (e.g. deadlines for coursework, imminent exams, duties and burdens) where appropriate consider deferring/cancelling activities |   |
| Send a communication (letter/email) to debrief parents / carers with information about: the nature of the incident, action taken, arrangements for support, what further actions the school/college is taking (i.e. lessons learned), who they can contact to discuss further |   |
| Provide parents / carers with appropriate updates and information |   |
| Do not make public any sensitive / confidential information about individuals |   |
| Consider organising an event for parents / carers to discuss any issues or concerns they might have |   |
| If students or staff who were particularly affected by the incident leave school/college consider notifying the headteacher of the new school/college ensuring confidentiality and sensitivity |   |
| Ensure that new staff and students are aware of the incident, and how it affected the school/college community |   |
| Follow return to work / school/college procedures to make returning to school/college as easy as possible |   |
| Ensure that the appropriate support is in place for as long as necessary |   |

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| **Additional consideration should be given to:** |
| Funeral arrangements and religious activities |
| Remembrance activities and memorials, including how it is appropriate to mark anniversaries etc |
| Support families and the local community if affected by the incident (e.g. community events, fund raising). |
| Any media activities |
| Any building works including and security or safety improvements |