

# Script to inform students

This script has been informed by and is consistent with [Be You](#) resources and the Department's [Guide to Managing Trauma](#).



## Remember

Only refer to the death as a suicide if permission to do so has been granted by the bereaved family. If permission hasn't been given use 'sudden death' or 'tragic death'.

In the event the bereaved family do not consent to sharing the student's name, inform the school community that a student has died/died by suicide (where you have consent to refer to the cause of death).

Ensure you do not refer to the method of suicide even if you have this information, including any other specific information that is not essential to be disclosed.

It is recommended that this news is delivered to classes or smaller groups. Do not deliver this news in year level or whole-school assemblies.

Today our school was given the very sad news that **[name of student]** died/died by suicide.

This will be a very difficult time for his/her/their family, their close friends, and all of us who knew **[insert student's name]**.

This news will likely impact us all in different ways and it might be very distressing for some of you to hear. For others, it may take some time to process. You might not have been close to **[name of student]** but still have strong feelings.

We have set up a support room in **[location of room]** that you can access if you need to. This room will be available over the next few days and will be supervised by staff who can offer you support. Please let your teacher know if you wish to use this space.

Our wellbeing team **[insert names]** is also here to support you. The normal process for seeing them remains in place **[insert details about school process]**. We encourage you to use your friends, family, our staff and other trusted adults for support and help.

A letter/email will be sent to your parents/carers today, informing them of the death so that they will know what has happened and can support you.

Please use our normal sign in/out process when arriving and leaving school grounds. As usual, your parents/carers need to inform the school if you are absent or late **[insert details about school processes]**.

It's important we all respect the family's privacy. This includes when talking to friends or posting on social media. If you are approached by someone outside of the school to comment of the death, please refer them to **[insert name of staff member]** and refrain from sharing information regarding the incident.

We encourage you to be sensitive to people's feelings and to look out for each other. It is very important that you let a staff member or parent/carer know if you are worried about anyone or anything.

As well as support at school, you can get information and support from headspace, eheadspace, ReachOut and the Kids Helpline.



## Supporting resource

Please provide this headspace resource on [grief and loss](#) to students.

Ensure students are given information about:

- [headspace](#) National Youth Mental Health Foundation. [eheadspace](#): 1800 650 890 – available 9am–1am, 7 days a week
- [ReachOut](#) online mental health service for young people and their parents
- [Kids Helpline](#): 1800 55 1800 – available by phone, email or webchat, 24 hours a day, 7 days a week