

Summary: Postvention protocol for a suspected death by suicide by a child or young person

This summary protocol should be used in the event of a suspected death by suicide of a child or young person in a Staffordshire or Stoke-on-Trent education setting.

The [full document](#) provides further guidance and can also be used for advice and guidance where the suspected suicide is a teacher or other adult member of the education setting community.

Step 1: Notification and coordination

Timescale: Immediate

- If incident has just occurred, call 999.
- Contact the Child Death Overview Panel (CDOP) Coordinator on **07543 662992**.
- Notify CDOP via the secure direct link: <https://www.ecdop.co.uk/stafford/live/public>
- For Staffordshire settings:
 - Call **07623 910065** to notify the Director on Duty.
 - Call **01785 895050** to notify the County Council Communications Team.
 - Contact the Education Safeguarding Leads on - education.safeguarding@staffordshire.gov.uk alternatively call **01785 277587** or **01785 854502**
- For Stoke-on-Trent settings:
 - Call **07514 731760** to notify the City Council Area Schools Officer
 - City Council Communications team - press@stoke.gov.uk or call **07824 867727**
- Identify a single point of contact from your establishment to liaise and act as spokesperson with the Joint Agency Response (JAR).

Step 2: Responsible communication with the family

Timescale: Within 12 hours

- Liaise with the CDOP team to establish nominated contacts for families and friends. **All of the following communication should be via the point of contact agreed with the CDOP Team.**
- Agree how to check in with family and offer condolences and support. Establish family's wishes in relation to terminology used
- The Educational Psychology Service can help to provide system support and signpost to other services.
- Offer ongoing support via the dedicated Postvention Service (amparo.org.uk 0330 088 9255).

Step 3: Responsible communication within the education setting

Timescale: Within 24-48 hours

- The CDOP will arrange a JAR Teams meeting usually within 24-48 hours following the death.
- Confirm as much information as possible before informing the education setting's community of the death.
- Details about the death should not be disclosed to students without explicit permission of the family.
- For detailed guidance on how to communicate news of the death to the education setting's community, [see page 10-11 of the full document](#).

Step 4: Responsible communication with the media

Timescale: Within 24-48 hours

- Designate a media spokesperson. You should agree this with your appropriate corporate, County Council, City Council or Academy Communications Team (contact details as in Step 1)
- Advise those that answer external telephone calls to the education setting that they should not engage in answering any questions. For detailed guidance on how to deal with media or other enquiries, [see page 12-13 of the full document](#).

Step 5: Managing risk and signposting support

Timescale: After 24 hours

- Identifying students and staff more vulnerable can help manage risk.
- For detailed guidance on managing risk and signposting support, [see page 14-16 of the full document](#).