

## **BREAKING THE NEWS TO PUPILS**

### **ADVICE FOR TEACHERS**

Before telling the pupils about an incident consideration needs to be given to issuing the "Information sheet for Pupils" and allowing time for discussion.

If the incident involves the disappearance or sudden death of a pupil or member of staff it is important to consider the wishes of "the family" and remember their right to privacy.

Teachers should relay the information, agreed at the staff briefing, to pupils at schools - preferably at the same time. Relaying the information to vulnerable pupils and pupils absent from school also needs to be considered. Any "news" should contain appropriate language and factual information only with clear, concise, "bite size" explanations delivered in a calm manner.

### **REMEMBER**

**Be patient** - you may have to repeat the information many times. Be honest, specific and straightforward - it is acceptable to say you do not have all the answers. Be available for the pupil. Monitor initial reactions.

**Allow time** for pupils to discuss their feelings. Provide reassurance and information about the school support which is available. Inform pupils of a designated area should they be unable to stay in class. Monitor ongoing and developing reactions. Refer on for additional support if in doubt.

**Share your own feelings**, if appropriate; acknowledge the pupil's feelings: if necessary, use pictures and social stories to aid understanding.

**Be prepared** that a pupil may come back and ask more questions.

**Be proactive**: if you can, have information ready for possible questions. Assure pupils they will be kept updated.