



Bereavement Policy

Introduction

Every year 20,000 children under the age of 16 years will be bereaved of a parent and many more will experience the death of someone else special in their life.

In addition to these individual pupils, schools may also experience the death of a child at the school or a staff member.

It is almost inevitable therefore, that at some time all schools will have to deal with a death that affects the school community.

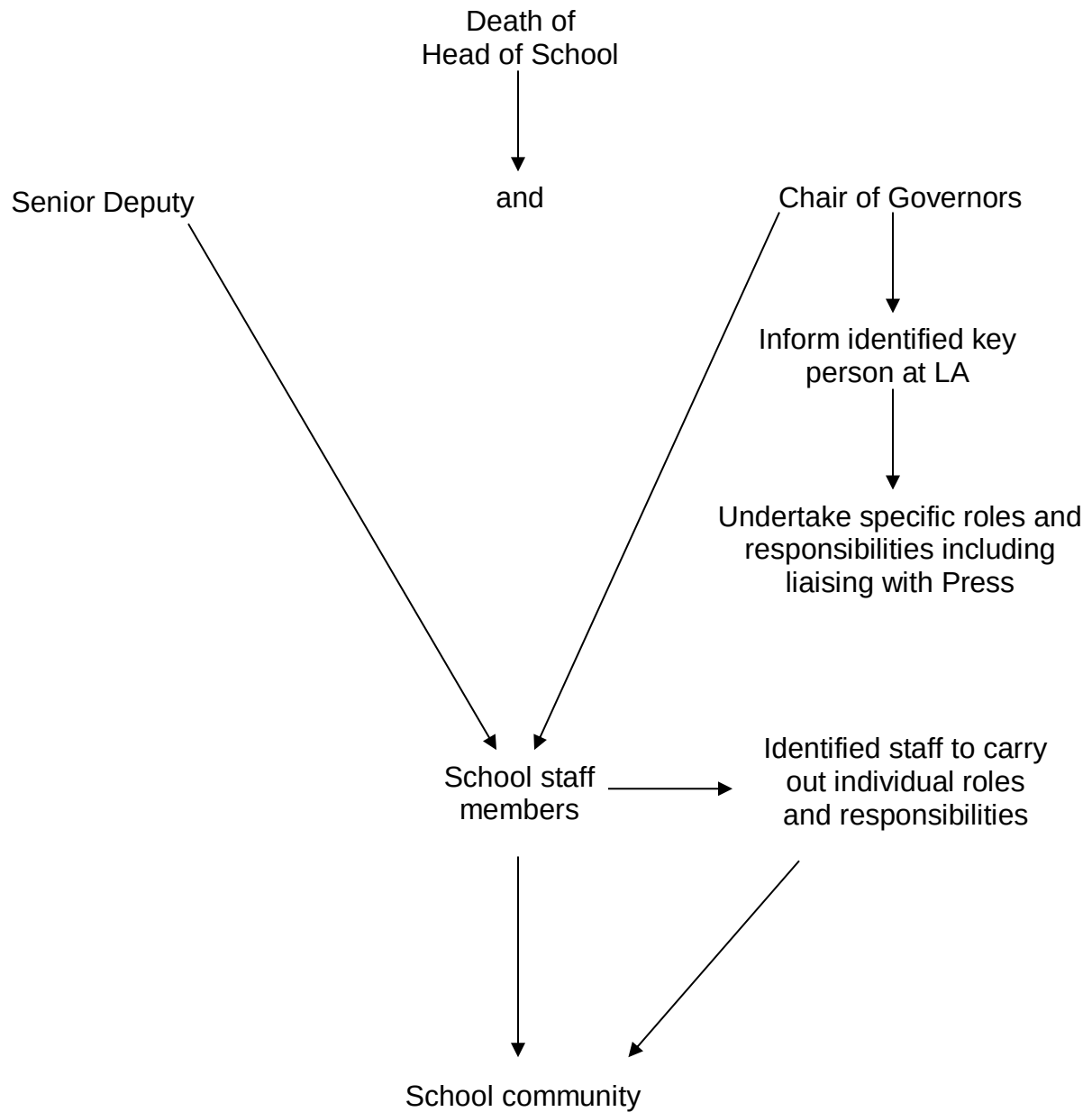
As children spend the vast majority of their time at school, teachers and staff members will be the primary source of care and support. Bereaved children will see school as a safe haven away from the turmoil of emotions at home and will look to trusted staff members for help.

Death is something that most people choose not to think about so when faced with it we often find ourselves ill prepared.

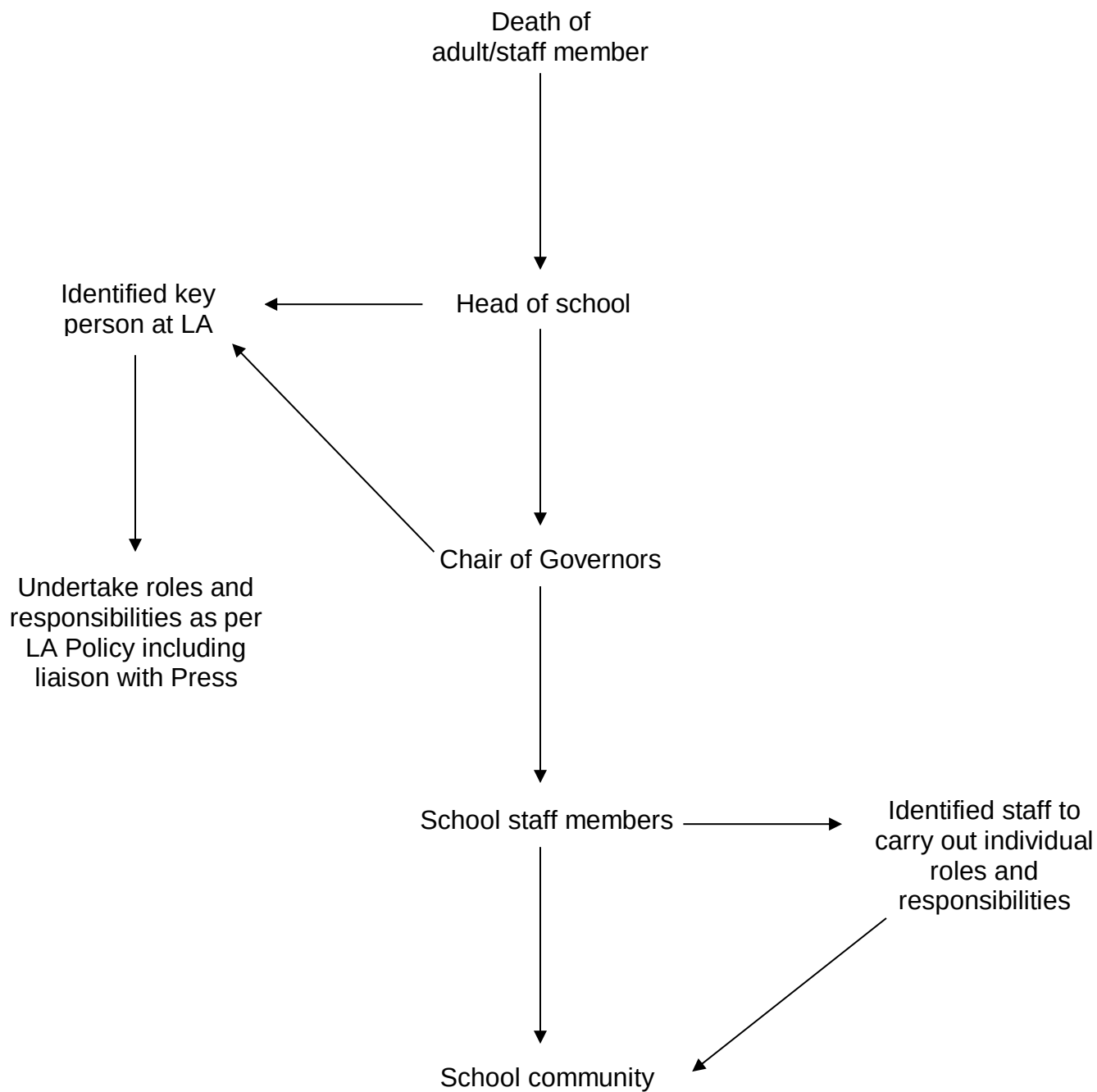
The purpose of the Bereavement Policy is to help everyone involved at a time when there may be shock, upset and confusion, ensuring that there is as little disruption as possible, effective communication takes place and each member of the school community is supported to help them through a very difficult time.

Date of policy: Spring 2023
Due for review: Spring 2026

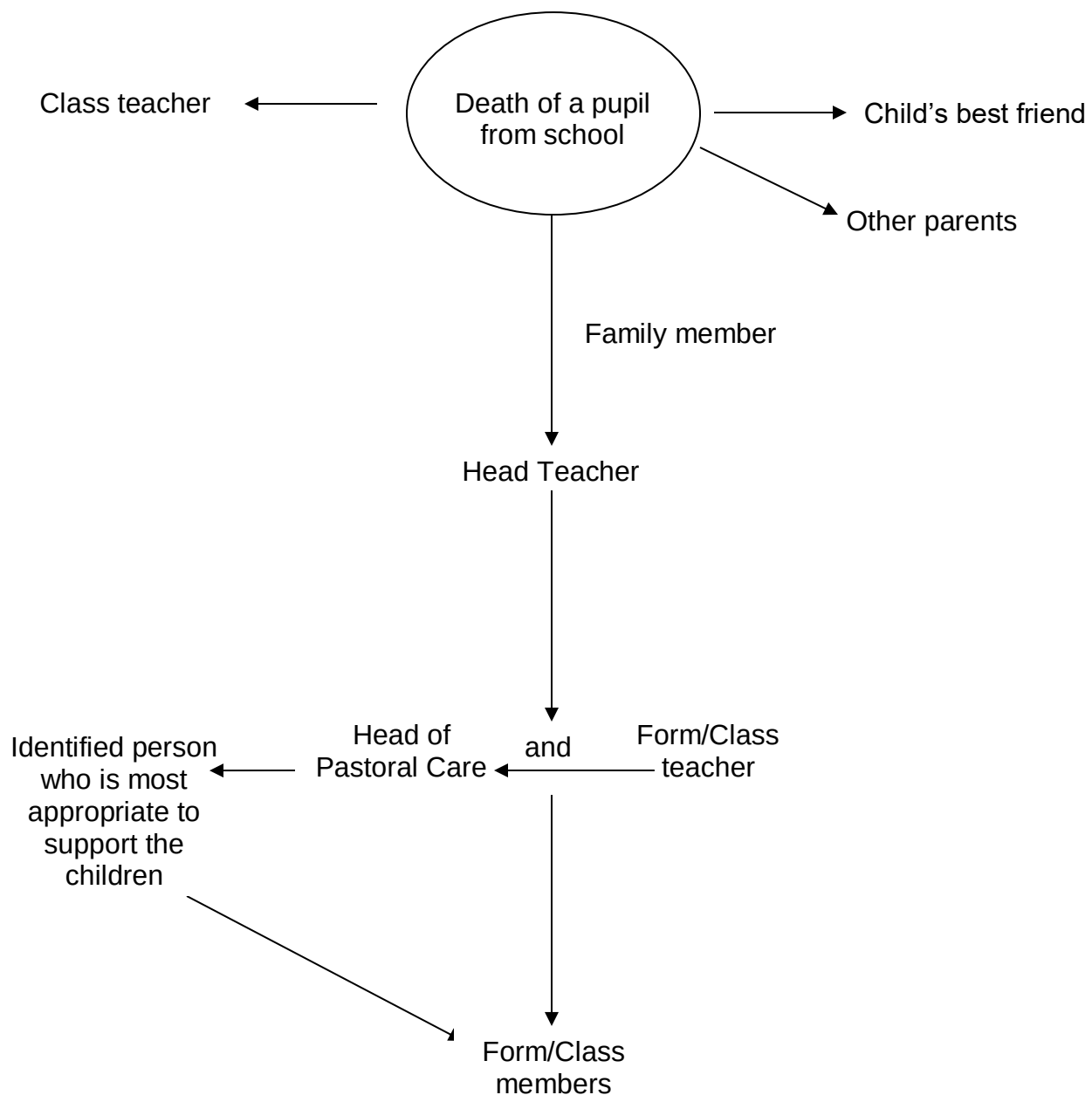
INFORMATION SHARING PATHWAY
FOLOWING DEATH OF HEAD OF SCHOOL



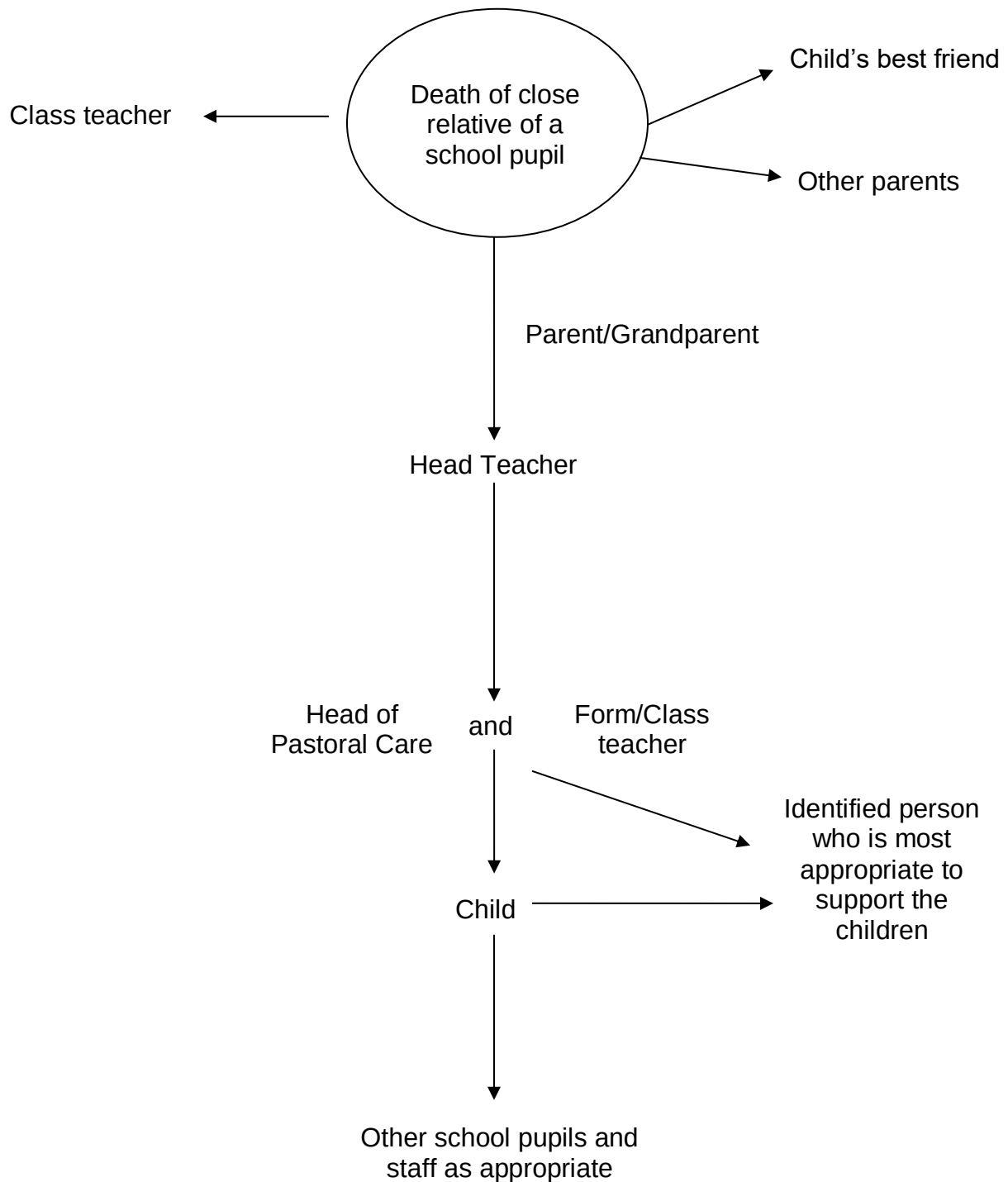
INFORMATION SHARING PATHWAY
FOLLOWING DEATH OF A STAFF MEMBER



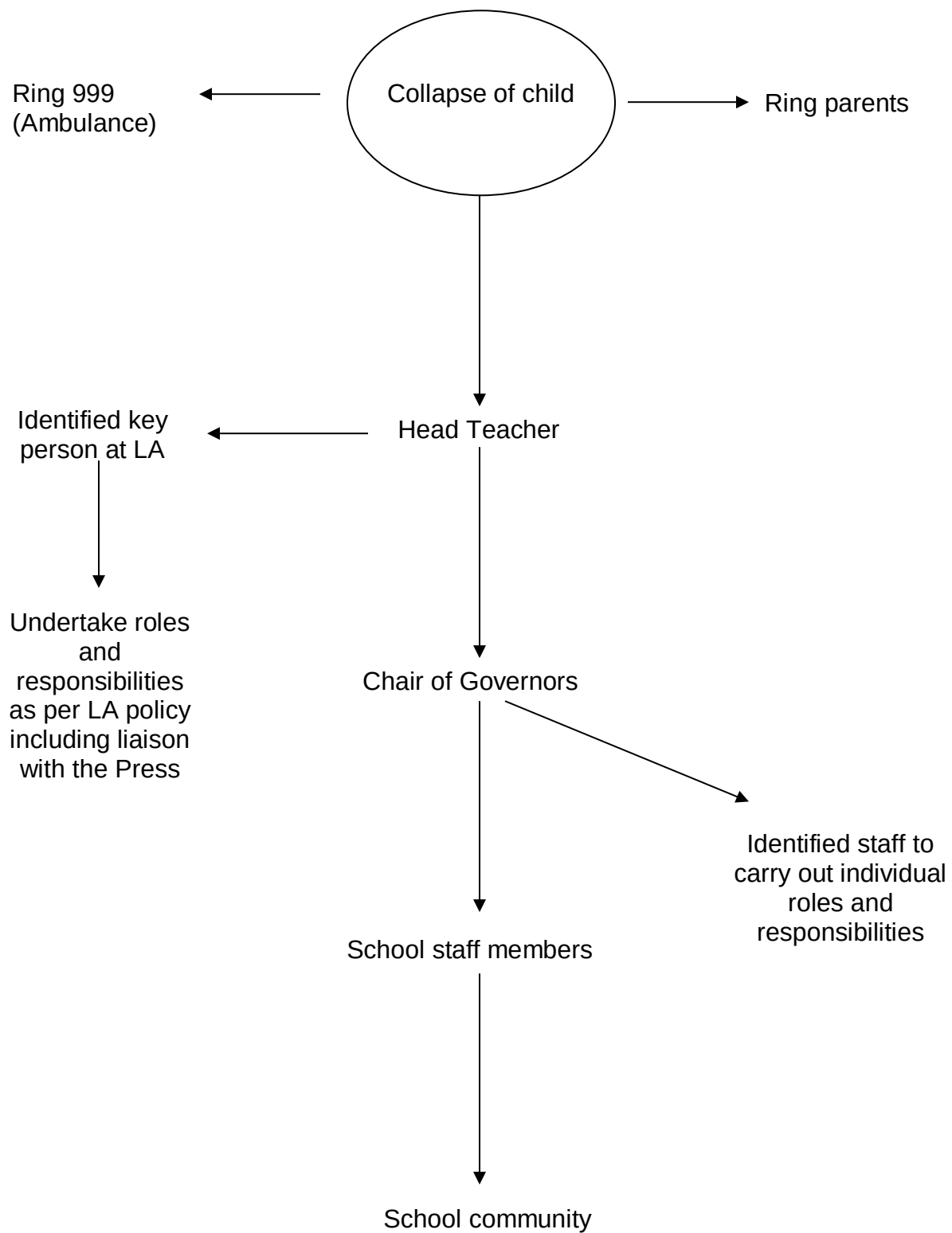
INFORMATION SHARING PATHWAY
FOLLOWING DEATH OF PUPIL



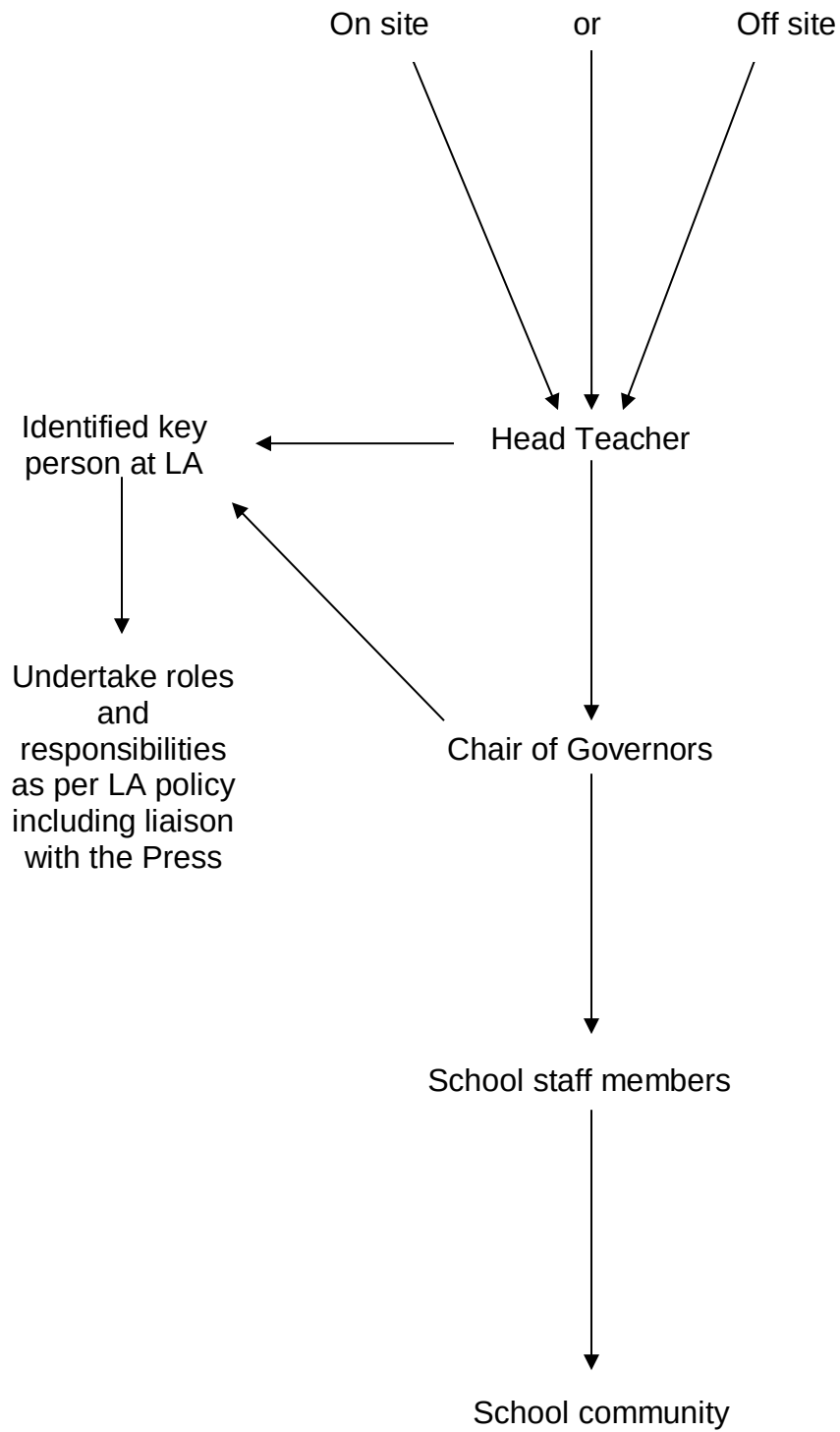
INFORMATION SHARING PATHWAY
FOLOWING DEATH OF CLOSE FAMILY MEMBER
OF SCHOOL PUPIL



INFORMATION SHARING PATHWAY
FOLOWING DEATH OF CHILD IN SCHOOL



INFORMATION SHARING PATHWAY
FOLLOWING MAJOR INCIDENTS



Template of a letter informing parents of the death of a member of staff

<Address>

<Date>

Dear Parents

Your child's class teacher/form tutor/head of year had the sad task of informing the children of the tragic death of <Name> who has been a teacher at this school for a number of years.

Our thoughts are with <Name>'s family at this time and in an effort to try to respond to his/her death in a positive way, all the children have been informed.

When someone dies it is normal for family and friends to experience many different feelings like sadness, anger and confusion, and children are likely to ask questions about the death that need to be answered honestly and factually in terms that they will understand.

The children have been told that their teachers are willing to try and answer their questions at school but if there is anything else you or your child needs to know, please do not hesitate to ring the school office and we will be more than happy to help you.

Yours sincerely

<Name> Head Teacher

Template of a letter informing parents of the death of a pupil

Before sending a letter home to parents about the death of a pupil, permission must be gained from the child's parents.

The contents of the letter and the distribution list must be agreed by the parents and school.

<Address>

<Date>

Dear Parents

Your child's class teacher/form tutor/had the sad task of informing the children of the death of <Name>, a pupil in <Year>.

<Name> died from an illness called cancer. As you may be aware, many children who have cancer get better but sadly <Name> had been ill for a long time and died peacefully at home yesterday.

He/She was a very popular member of the class and will be missed by everyone who knew him/her.

When someone dies it is normal for their friends and family to experience lots of different feelings like sadness, anger and confusion. The children have been told that their teachers are willing to try to answer their questions at school but if there is anything more that you or your child needs to know, please do not hesitate to ring the school office and we would be more than happy to help you.

We will be arranging a memorial service in the school in the next few months as a means of celebrating <Name's> life.

Yours sincerely

<Name> Head Teacher

Guidelines for breaking news and about a death to staff and Governors

- Arrange a staff meeting which should take place as soon as possible.
- Impart factual information. Never make assumptions or repeat what has been said by rumour.
- Give news sensitively and empathetically, being aware that people may react in different ways.
- Be cognisant of the relationships staff may have had with the person who has died.
- Ensure that there is someone responsible for telling people who are unable to attend the staff meeting, ie part time staff, peripatetic staff, lunch time supervisors. Consider the best way of imparting the information to those absent, eg by doing home visit, by telephone, text or email etc.
- Identify individual members of staff who feel able to:
 - (a) Support members of staff
 - (b) Support groups of children

The most appropriate person to support the children should be well known to them and trusted.

- Identify a member of staff who will liaise with the individual's family, to deal with staff condolences and any funeral arrangements (if necessary).
- Identify an appropriate member of staff who will take telephone calls and/or direct them as appropriate. Try to establish a "protected" telephone line to ensure free flow of accurate information.

Telephone line providers may provide an additional line if the situation requires one.

- Identify a member of staff who will provide a newsletter for parents (see examples of letter templates) which should be sent the same day.
- Arrange a staff meeting at the end of the day to ensure staff are coping with the situation.

Identify any unresolved problems or ongoing issues.

Ensure that those staff who live alone have contact numbers of friends in case of need.

- Identify sources of advice and support to access for help in coming to terms with the bereavement.

Guidelines for breaking news of the death to the children

- Inform the children as soon as possible about the death.
- Where possible, the pupils should be informed in small groups, ie class or tutor groups.

Identify those children who had a long term and/or close relationship with the person who has died so they can be told separately.

If appropriate, a special assembly could be held at a later time in the day to remember the person who has died.

- Allow the children to ask questions and answer them honestly and factually in terms that they will understand.
- Allow the children to verbalise their feelings.
- Allow the children to discuss the situation and share their experiences of death.
- Be honest about your own feeling and talk about your relationship with the person.
- Avoid using euphemisms.
- Those children who have had more involvement with the person should be given the opportunity to share their feelings and experiences either within the group or on a one-to-one situation.
- Ensure the children understand that the death is nothing to do with anything they have said or done. It is in **no** way their fault.
- Reassure them that not all people who are ill or have had an accident will die and that many people get better.
- Put an appropriate time limit on the discussion. It is preferable to resume normal school activities as soon as possible thus ensuring minimal disruption within the school.
- Conclude the discussion with a prayer or special poem to remember the person who has died and their family.
- Be available for any child who needs additional help and support.

Things to consider in the days following the news of the death

- It is important to consider any cultural or religious implications and seek advice, if necessary.
- Ensure nominated staff with responsibilities for supporting staff and children, are available to do so.

It may be necessary temporarily to provide staff cover for their normal activities.

- Identify an allocated quiet place where children and staff can go if necessary.

It is preferable for there to be minimum disruption to the timetable but some flexibility may be required.

- Try to engender an awareness of when people need help and support, particularly those who worked closely with the person who has died and secretaries/administrative staff who are taking telephone calls, dealing with parents etc.
- Through the nominated staff member who has responsibilities for liaising with the individual's family, ascertain their wishes about the school's involvement in the funeral, if any.

Consider practical issues like:-

- Putting an obituary in the paper, sending flowers to the home or to the funeral, making a collection etc.
- Who will attend the funeral, making a collection etc.
- Cover for any staff who may be going to the funeral.
- Transport to and from the funeral.
- Informing the parents of those pupils who will be involved.
- Possible closure of the school. If this is the case remember to tell lunch time supervisors, caretaker etc in advance.
- Suggested book list for younger pupils:
 - Water Bugs and Dragonflies – Doris Stickney
 - Questions Children Ask – Miriam Stoppard
 - A Child's Parent Dies – Edna Furman
 - Helping Children Cope with Grief – Rosemary Wells
 - Badger's Parting Gift – Susan Varley
 - I'll Always Love You – Hans Wilhelm
 - The Huge Bag of Worries – Virginia Ironside

Equality Analysis Impact

This policy was written with reference to and in consideration of the school's Equality Policy. Does the policy have an adverse effect on employees, pupils or the wider community and therefore have a significant effect in terms of equality? **No**

Does the policy have an adverse effect upon a group with protected characteristics? (sex, race, religion or belief, disability, sexual orientation, gender reassignment, pregnancy or maternity, age) **No**

Any questions or concerns regarding this policy should be made to the headteacher.