

**MARLBOROUGH PRIMARY SCHOOL
BEREAVEMENT POLICY AND PROCEDURES
APRIL 2018**



**MARLBOROUGH
PRIMARY
SCHOOL**

Date of Policy Review:	Reviewer:	Date Ratified by Governors:	Date Shared with Staff:	Date of Next Review:
08/05/2018	D.Fadairo			2019

Article 16: Children have the right to privacy

Article 19: Children have the right to be protected from being hurt and mistreated, in body or in mind

Article 28: Children have a right to a good quality education

Article 29: Children have the right to an education which develops their interests, talents and abilities

Rights Respecting Schools

As a Rights-Respecting School, we use children’s rights to underpin everything we do and learn. Our pupils explore the rights of every child and how to respect these. Rights are embedded across our curriculum and are linked to our ‘Values’. Pupil Voice enables the children to become well rounded global citizens. Parents and the community are fully included on this journey and are encouraged to use the universal language at home.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school’s Data Protection Policy.

Data Audit for this Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Bereavement/Loss Registration Data	Name D.O.B. Address Telephone Parental Details	Legal Requirement Wellbeing of Children Monitoring Provision	Senior Leadership Team External Consultants Teachers All Staff (Where Necessary)	Initially Completed on Paper Then Entered onto School’s Information Management System	Held on File Throughout Child’s Time at School Passed onto New School When Moving Computer Retains Copy of Records in ‘Archive’

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
✓		



Responding to a death within the school community

POLICY STATEMENT:

We acknowledge that death, while being the inevitable end of life, is often unexpected and traumatic. Its unpredictability can cause severe distress and can shock and disturb the whole school community.

We acknowledge that should our school community be informed of a death, our response should be a planned, tested and considered one. An unplanned response could make the situation worse for all concerned; we need to ensure we are able to react sensitively and professionally.

We acknowledge that the communication of any death within our community must be planned and handled with great sensitivity. While recognising the need to act speedily, we will ensure that the immediate family of the deceased have been consulted prior to any wider communication through the school website, text, telephone, email, or social media sites.

We will establish a "School Bereavement Team" to be chaired if and when necessary by a 'Bereavement Team Leader' who will be the most senior appropriate member of staff in school. Members of the Team will be ... *(list as appropriate for your school e.g. Chairman of Governors; Rainbows Co-ordinator; School secretary/initial parent contact; Year Group Tutor or class teacher; local minister or faith representative as appropriate. Please ensure that a member of the school office staff is included)*

We acknowledge our responsibility to all those who grieve as a result of a life changing significant loss in their lives. We will provide opportunities for pupils to share their feelings in the school environment supported by trained staff and when appropriate, through the use of age related structured programmes provided by Rainbows Bereavement Support GB. Appropriate support will also be offered to staff.

The Bereavement Team will ensure all staff and governors are aware of our policy and procedures. This policy and the accompanying procedures will be reviewed annually or in the event of a death within the school community.

PROCEDURES TO BE FOLLOWED IN THE EVENT OF A DEATH WITHIN THE SCHOOL COMMUNITY:

We will ensure that school office staff are prepared to receive the news of a death within the community and respond in an appropriate manner.

Should we receive the news of a death, in **ALL** cases the person receiving the news will:

- Confirm the information, check it, record it and check it again. (*It is essential to have the facts confirmed*)
- Share the news as soon as possible with an appropriate senior member of staff and a member of the Bereavement Team.

The senior member of staff and the members of the Bereavement Team will:

- Consider the action required, follow the agreed procedures, take notice of the guidance and examples and be aware of the impact of shock on each other and on the wider community.

THE SUDDEN DEATH OF A PARENT OR CLOSE RELATIVE

We acknowledge that in the case of the death of a pupil's parent or close relative, it is best that a family member break the news with the support of an appropriate member of staff. If this is not possible the Bereavement Team Leader will ensure someone suitable to break the news to the pupil or member of staff concerned.

The news of the death will be given to all relevant staff as soon as possible.

THE DEATH OF A PUPIL

Should we receive the news of a pupil's death, we will call appropriate colleagues together having consulted with the family of the pupil to ascertain their wishes.

We will:

- Encourage staff to voice their concerns they have about telling the rest of the pupils/students.
- Consider the most appropriate way of communicating the news within school; be that a full school assembly, year groups, or a class/form group?
- Give pupils opportunities to express their feelings at the time they are informed and over the following days and weeks.
- Avoid rumours, exaggerations and embellishment of the event, by agreeing the facts which will be stated openly and honestly without assumptions or judgements.
- Remember that such news will be greeted with a mixture of emotions and feelings. Some may deny or disbelieve the announcement. Others may feel panic; some may show feelings of anger. There may well be tears and distress. Planned support will be available.
- Inform parents the same day in the most appropriate way via text, website, email, phone or newsletter depending on the circumstances
- Ensure time for corporate grieving amongst the staff and enable them to share how they feel about what has happened.

THE DEATH OF MORE THAN ONE PUPIL

Should we receive such news, members of the *Bereavement Team* will be called together to be briefed with the salient facts and to decide what steps are to be taken. Information may already have been 'sent' from the incident.

We will consider:

- Who will contact parents, if necessary?
- Who will meet with parents who arrive at school? Where?
- Who will inform the staff? When? Where?
- Who will inform the pupils/students? When? Where?

It is imperative that rumours and interpretations of the truth be avoided. In a case of multiple deaths there is bound to be some media interest. Members of the Bereavement Team responsible for dealing with the media will prepare all necessary statements. Such statements should deal only with facts in as sympathetic a way as possible. We will agree a format of response to telephone inquiries, including approaches from the media.

THE DEATH OF A MEMBER OF STAFF

We acknowledge that if such a death occurs it is doubly traumatic for the staff; supporting the pupils but also grieving on a personal level for a colleague.

Should we receive the news of the death of a member of staff; the appropriate senior member of staff will call together colleagues from the Bereavement Team.

We will use the guidance notes below:-

- a. Gather together the staff and inform them of the news.
- b. Allow time for corporate grieving amongst the staff.
- c. Allow the staff to share how they feel about what has happened.
- d. Inform the teachers that they may need to address what has happened in their classes.
- e. Impress on the staff what facts are to be announced to the pupils/students. To avoid rumours, exaggerations and development of the event, the agreed facts should be stated simply.
- f. Communicate to the staff how the announcement will be made. Should it be a full school assembly, year groups, or a class/form group?
- g. It must be remembered that such news will be greeted with a mixture of emotional feelings. Some will deny or disbelieve the announcement. Others may feel panic; some may show feelings of anger. There may be tears and distress; everyone will react in their own way.
- h. Under such circumstances some staff may have difficulty coping with the loss themselves. Colleagues will need to be aware of those staff who seem particularly affected by the death.

BREAKING SAD NEWS

Should we need to break sad news to children or young people we will first refer to the *“Guidelines for Breaking Sad News of a Death to a class or assembly”* which are stated below –

- *Whoever is giving the news should prepare themselves with what to say.*
- *Don't be afraid to show emotion - this just shows that you are human but can throw you if you are not expecting to react in this way.*
- *Start by acknowledging you have some sad news to give.*
- *Be honest, give the news stating simple facts, use the words dead/died.*
- *If known, explain how, where and when the death occurred.*
- *If not known, say so, and that you will endeavour to find out. If rumours are rife, say which of these are definitely not correct.*

- *Talk briefly about the person who has died without eulogising them.*
- *Let the school know of any arrangements already in place.*
- *Close by acknowledging that not everyone will be feeling sad and that is OK.*

MEMORIALS and FUNERAL SERVICES

Should we need to consider our involvement with any funeral services or memorial services or memorials, we will ascertain the family's wishes in respect of attendance / involvement of the school in funerals. The family may welcome members of the school community, or wish to keep things private.

RETURN TO SCHOOL

We acknowledge our responsibility to 'keep a special watch' on pupils who have been bereaved, especially on their return to school and for at least a two year period and at times of transition. We further acknowledge our responsibility to prepare staff and pupils appropriately before a bereaved member of our community returns. Members of our Bereavement Team will advise an appropriate response, depending on the individual's circumstances.

MANAGING ANTICIPATED DEATH AND THE TERMINALLY ILL

We acknowledge that the anticipated death of a member of our community, whilst very difficult to manage, enables us to establish appropriate communication with the family to support those likely to be most affected before and after the death.

We acknowledge our responsibility to support adults, children and young people within our community who have to face the painful reality that a parent or someone close to them is terminally ill.

When supporting children and young people who are experiencing anticipatory grief, we will:

- Confirm the facts concerning the pupil's sick relative or friend
- Communicate the information as appropriate (in line with school procedures and the family's wishes)
- Never give false hope to the child or young person
- Discover what the pupil has been told of the illness
- Allow the pupil to talk freely about the sick person in an appropriate setting
- Enable the pupil to talk freely about how he/she is feeling
- Be honest! If we do not know the answer to a question we will say so
- Not inform the pupil about any progression concerning the illness unless the family have given permission and requested us to do so

THE PLACE OF DEATH AND BEREAVEMENT WITHIN THE CURRICULUM

We acknowledge the importance of remembering anniversaries of death. During November or December each year we will hold a special assembly/liturgy/act of remembrance as appropriate, to celebrate the life of those members of our community who have died.

We will ensure we have approval from the family of the deceased to record the deceased name in our school memorial book / memorial garden / memory tree. We also acknowledge our responsibility to explore issues surrounding death and bereavement within the curriculum. This will take place within area of the curriculum in Years

LONG TERM SUPPORT FOR THOSE WHO GRIEVE

We will offer pupils access to a range of age related peer support programmes available through our trained staff provided by Rainbows Bereavement Support GB.

SUPPORT FOR STAFF WHO SUPPORT BEREAVED PUPILS AND COLLEAGUES

We will ensure that all staff are familiar with this policy and these procedures for responding to bereavement and will offer training as part of our staff induction programme. Whenever necessary we will request additional support from colleagues or from external support agencies.