

ALT BRIDGE SCHOOL

BEREAVEMENT POLICY



<i>Reviewed by:</i>	Mr S Farrimond	Date: 24.10.2023
<i>Approved by:</i>	T & L Committee	Date: 26.10.2023
<i>Reviewed by:</i>	Mrs K Parkinson	Date: 29.09.2024

BEREAVEMENT POLICY FRAMEWORK

Section 1

Introduction and context

Rationale

Aims

Section 2

Guidelines and Procedures

- Informing staff and governors of a death in the school community
- Informing pupils of a death in the school community and the support provided
- Ongoing support
- Supporting pupils of a death outside of the school community

Section 3

Monitoring and Evaluation

Training

Links to other policies

References

Appendices

Section 1

Introduction and context

A death can affect the school community in many different ways. Adults and students benefit significantly from being kept informed of a death. Rumour and gossip can be very damaging and can lead to both young and old developing the attitude that the death is not something that should be discussed. Children and young people have a healthy curiosity and if they are not informed of the circumstances or feel they are unable to ask questions, their normal grief process can be obstructed. It is inevitable that at some point, Alt Bridge will have to deal with the death of a member of its community.

To this end, we recognise that work needs to be carried out to ensure that families, children and young people are given:

- the opportunities to develop skills to cope with loss and grief and;
- have access to appropriate information and support when needed

Rationale

At Alt Bridge, we believe that bereavement and loss are an inevitable part of living and growing. We provide opportunities within our setting for children to develop their own appropriate range of emotional, spiritual and intellectual responses to manage these experiences. We believe that the ethos of the school based on openness and mutual support, provides a framework in which these experiences can be realised in a supportive manner. Bereavement affects everyone in different ways and for different periods of time. Whatever the level of understanding about bereavement, we have a duty to help support anyone when they could be feeling their most

vulnerable, in the way that best meets their needs. By adopting a planned and considered approach the school can support the emotional well-being of the child, family and staff.

Aims

- To provide a framework for all staff, both teaching and non-teaching, to give guidance in how to deal sensitively and compassionately with difficult and upsetting circumstances.
- To meet the needs of all its children and staff and to be a place that both child and family can rely on, and gain much needed support.
- For the whole school community to work together, with outside agencies as appropriate, to support each other.
- For staff to have time and space to work through their own feelings and become aware of the needs of the children.
- For children to have the opportunity to tell their story, express their feelings, share their memories and develop coping strategies through support from sensitive staff.
- To have clear expectations about the way school will respond to the death, and provide a nurturing, safe and supportive environment for all.
- The family will feel supported and be given an opportunity to express their feelings of loss.

Section 2

Guidelines and Procedures

The following guidelines and procedures will provide a framework for informing staff, governors and pupils following a death.

Informing staff and governors of a death in the school community

- Where possible discussion should take place with family and their wishes taken into account before decisions are taken on how and what to tell the staff in school.
- **All staff members** should be informed of a bereavement as soon as possible, with factual information. A staff meeting will be arranged as soon as practicable and absent staff will be identified. Arrangements will be made to inform absent staff over the telephone.
- Senior Leadership, Pupil Welfare Team and identified staff will be prepared for reactions to this news including visible upset and feelings of anger/guilt. People may connect the incident to their own personal experience of bereavement, so feelings about past bereavements may need to be discussed. This is a perfectly natural response.
- Senior Leadership, Pupil Welfare Team and identified staff will be available to talk things through with a member of staff, parent or child if they are finding the situation particularly difficult. Advice for families will also be provided of the support services available to them.
- Bereavement support or counselling should be available to all as necessary.
- Where possible, all staff that have requested to attend the funeral or memorial service will be released from class.

Informing pupils of a death in the school community

Pupils of all ages can experience grief and loss.e.g a pupil or a member of staff

- Pupils in the same class should be told, in small groups with adults they know. This will be filtered across school to all classes where appropriate.
- A letter should go to families within school the same day if possible (Appendix 2).
- Staff will be provided with guidelines of how to inform pupils (Appendix 3).
- Time and space will be provided.
- Staff will be as honest as possible about their own feelings and experiences, and talk about their relationship with the person.
- A bereavement support guide will be available for classes to access.
- A social story with symbols and pictures where this is deemed appropriate

Ongoing support

- The family and staff will be given an opportunity to celebrate the life of the child /staff member with a special assembly held in school at an appropriate time.
- School will provide ongoing support for children to explore their feelings and memories through identified activities. Some opportunities may include storytelling, remembering activities, and expressing feelings activities.

Supporting pupils of a death outside of the school community

When school is informed of a bereavement that is linked to a school pupil e.g. a family member, close family friend, pet:-

- The family should be asked how the school can be involved to support the child and family.
- It should be explained to the family how school can provide resources to support the pupil.
- Both parties will monitor any changes in child's behaviour and share any information.

Section 3

Monitoring

The policy will be monitored and updated every two years.

The guidance and resources will be reviewed at regular intervals to enable any new resources or information to be included.

Training

The training and development of staff is a fundamental aspect of our whole school aims and selected staff will have the opportunity to undertake relevant training in the management of bereavement. This will then cascade to all staff and more specialised training for those with specific responsibility.

Links to other policies

- Critical Incident – currently under review
- Mental Health – currently under review
- Safeguarding

References

- Briarwood School Bereavement Policy
- Coronavirus – Supporting Pupils through Bereavement – The Key
- Winston's Wish Positive Responses to Death – A strategy for schools

Appendix 1

Useful online resources and information

- www.winstonswish.org.uk – a useful website offering practical ideas for helping those bereaved in the family and school community.
- www.childbereavement.org.uk-a bereavement support service for children who have suffered a loss
- bhf.org.uk/smallcreature British Heart Foundation site to help children come to term with loss using cartoon creatures (<https://youtu.be/Ks2DOoZtZ4A>)
- Bereavement Support for Adults in Cheshire and Merseyside 2020

Books on Bereavement

- Granpa – John Burningham
- When Dinosaurs Die – L & M Brown
- Liplap's Wish – Jonathan London And Sylvia Long
- The Memory Tree – Britta Teckentrup

Appendix 2

Bereavement Support Guidance Notes

- a. Letter to parents about classmate's bereavement
- b. Letter to parents about death of a pupil
- c. Letter to parents about death of a staff member

Appendix 3

Guide for how to inform pupils

- Be honest
- Use clear language
- Expect questions
- Recognise every death and reaction to it is unique
- Don't assume
- Allow time
- Acknowledge that some days will be better than others
- Use a social story, where this is deemed appropriate

Suggested script

"I've got some really sad news to tell you today that might make you feel a little upset. (Name) died yesterday. This means that we won't see (Name) again. We have lots of memories of (Name) that we can think about and we can celebrate those together"