



Bereavement Policy

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Cycle of review: 1 year

Statutory Policy: No

Coronavirus (COVID-19)

Appendix F in this policy provides details on how schools can support their pupils, staff and the wider community during and after the coronavirus (COVID-19) pandemic.

Rationale

We understand that bereavement is faced by members of our school community at different times and that when the loss is of a member of our school community – such as a child or staff member, it can be particularly difficult. Pupils need to be supported when they experience family bereavements and other significant losses in the course of their lives while they are at school.

This policy will provide guidelines to be followed after a bereavement. The aim is to be supportive to both pupils and adults, and for staff to have greater confidence and be better equipped to cope when bereavement happens. Every death and the circumstances in which it occurs is different and this policy has been constructed to guide us on how to deal professionally, sensitively and compassionately with difficult matters in upsetting circumstances.

This school is committed to the emotional health and well-being of its staff and pupils. We are dedicated to the continual development of a 'healthy school'. We wish to work towards this in all aspects of school life, and to provide an ethos, environment and curriculum that supports and prepares pupils for coping with separation or loss of a loved one, either through death or divorce.

Appendix A – List of online resources and information

Appendix B – Books on bereavement

Appendix C – Template of a letter informing parents/carers of the death of a pupil/staff member

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Following a bereavement:

We believe that children and adults alike have the right to:

- be given space and time to grieve.
- be given support from whichever source is deemed the most appropriate – if possible, of their own choice.
- encounter a caring environment in which they feel safe to demonstrate grief without fear of judgement.

We recognise that:

- grief may not always be apparent to the onlooker, but its invisibility makes it no less real.
- differing religions/ cultures view death and bereavement from different perspectives and all viewpoints should be taken into consideration and given equal value in the school environment.
- the death of a child has huge repercussions beyond the immediate teaching team of that child and every effort should be taken to inform and deal sensitively with the far-reaching contacts.

The management of bereavement in school

A universally accepted procedure outline will, in itself, not enable everyone to feel comfortable in dealing with the practicalities of death and bereavement. Each bereavement is unique and comes with its own specific challenges; however, it is helpful to have a framework on which to build. One of our main concerns must be the immediate family of the deceased and as a school we state our commitment to any such family as may need practical, emotional and ongoing support.

Transition

It is important to ensure that if a child has experienced bereavement that this information is passed on to the relevant persons when they move on to a new school.

Death of a pupil

The school may be notified in a number of ways. Upon notification of the death of a pupil:

Past experience has shown that if death occurs parents usually let the school know directly and the person answering the phone will put them through to the most senior member of staff on site.

Where death occurs in the holidays or at weekends the parents will contact whoever they can – they may have the phone number of a member of staff who cares for the child at home for example.

In that instance the member of staff who takes the call will immediately contact the most senior member of the school team possible and that person will then assume responsibility for the dissemination of the information.

Sharing information

It is important to agree, with the parent, before the school can take on the role of informing concerned parties within, or outside the school community. Evidence from many special schools has shown that parents are often happy to have this burden taken away from them, as they have many people unconnected with the school to contact. There can be no definitive list of people to contact and, therefore, it will be different for each child. The school should ensure that all people who are close to the child are told in a sensitive and supportive manner rather than risk them hearing it 'on the grapevine'. The school needs to ensure it does not add to the sorrow by leaving people feeling marginalised.

The following people should be considered:

- Current school staff not in school that day – including therapists
- Previous school staff who worked closely with the child
- Social Worker if applicable
- School nurse
- Taxi/bus driver and passenger assistant
- Chair of Governors
- Respite centres if applicable
- Other professionals who work with the child – Ed Psych
- Other parents – if children have been informed, the school needs to send a note to parents informing them of the loss, and they may need to support or comfort their children.
- Some parents may need to be telephoned if their relationship is closer but who may not have been informed by the family.

See Appendix C.

The process for telling the other pupils will be decided by the Headteacher following consultation with the teaching staff. For example, with different aged pupils there will be different decisions made and the class teacher of the class with the loss will usually be the best person to tell the rest of the children in that class. It is important that staff avoid adding worry – for example, if the child died in hospital we do not want to give children a fear of hospitals. Although the finality of death cannot be diminished, if there are mitigating circumstances that may help - such as that the child was in pain and now is free of pain - this can be used to help alleviate sorrow. Children must be told that, while they may feel sad, they do not have to feel guilty if they go on to have fun and pleasure in their day ahead. They must not feel obliged to assume a burden of grief. Children must be allowed to ask questions at this time or at any point in the following days or weeks. Staff must answer honestly and to the best of their knowledge.

See Appendix D

The funeral

It is essential to find out about the family's wishes. The family may well welcome involvement of members of the school community but equally, may wish to keep things private.

The Headteacher and/or the Deputy Headteacher will make arrangements for the school to be represented at the funeral, and identify which staff and pupils may want to attend, together with the practicalities of issues such as staff cover and transport. For some schools it is appropriate to close, for others it is not, consequently difficult decisions will sometimes have to be made concerning attendance. The school will need to consider the following:

- Will flowers be sent and/or a collection made?
- Cultural and religious implications
- Whether the parents wish to visit the school at any time after the funeral, as this can be helpful in their grieving.

Remembrance Assemblies

It may be appropriate to hold an assembly for the child. Staff need to be able to show pupils that it is perfectly normal to feel upset at the loss of a friend and that helpful rituals, prayers, and remembering can be shared in a manageable way together.

If a child dies in school

If any member of staff has concerns regarding a child's health they will contact a first aider and ideally the Headteacher or Deputy Headteacher. In the case of serious concern, the school will call for an ambulance. Due to the seriousness of the situation, this decision can be taken by the first aider or a member of the SLT.

Immediately inform the Headteacher or, in her absence, the most senior member of staff on site.

The Head Teacher will then ensure that the parents are contacted and seek their agreement to meet the ambulance at the hospital.

If the child stops breathing a trained school staff member will administer CPR.

In some cases, parents may have given the school a protocol to be followed in the event of a serious health incidence. In rare cases, this may include a request that mechanical resuscitation is not administered. However, whilst the school respects the parents' preference in this matter, due to the statutory responsibility imposed on the school regarding "duty of care", the need for school staff to administer manual CPR overrides such preference. Once the ambulance has arrived at school, the child is given over to their care and it is the ambulance team's decision as to where the child is taken or which form of treatment is administered.

Where the parents have given the school a protocol to be followed in the event of an emergency medical issue occurring - e.g. no resuscitation - this protocol will be handed to the paramedics.

Any change in circumstance following the first call to parents should be reported to them as soon as possible. NB: Staff must not impart shocking or worrying news to a parent if they are travelling in a car alone.

Once the child is placed in the ambulance a member of staff will be appointed to travel to the hospital either in the ambulance or in their own transport. The purpose of this is to be a familiar face to the child's family on their arrival at the hospital. This person will remain in regular contact with Headteacher and/or the Deputy Headteacher.

The school will notify the LA if there is a death in school at the earliest opportunity.

If a child dies on a school trip

If a crisis situation occurs whilst a child is out on an educational trip, then the adult with the child - or the teacher in charge - should telephone for an ambulance first and then contact the school to inform the Headteacher. The school will then take the responsibility of contacting the parents. Once the ambulance team reaches the child, the child becomes the responsibility of the ambulance team and they will direct any subsequent actions. The off sites visits protocols give guidance for such situations and should be followed. The school will notify the LA, at the earliest opportunity, if there is a death out of school. The above procedures and protocols will then apply.

Responding to the media

Some deaths, particularly those in sudden or traumatic circumstances, attract media attention. All members of staff are advised not to respond to journalists and to refer all enquiries to the Headteacher, who will make a considered response after seeking assistance from the Local Authority.

On-Going Support

For staff:

Following bereavement, it is only to be expected that some members of staff will be emotionally affected and would benefit from the provision of some time for reflection. The following support may be helpful:

- A specific room could be allocated e.g. the Family Room to enable staff to meet and share their thoughts over a coffee or tea. It should be emphasised that anything shared on such occasions should be held as confidential and not for public airing.
- Access to 1:1 time with a member of staff who is trained in bereavement support.
- Availability of information about accessing bereavement support outside of school, e.g.:
CRUSE

For pupils:

Experience in many special schools has shown that most pupils can be supported by the school staff. In most cases, each child will have a favoured member of staff to approach.

The PSHE co-ordinator will ensure that the school has suitable books and other materials to help children discuss death and come to terms with loss.

Social Stories may be one way to help pupils to understand loss.

For the family:

- Communicate with the family straight away and offer support. If they wish to remain private then the school will respect this.
- Send a letter of condolence from the school.
- Give parents and family the opportunity to collect any personal belongings of the person who has died.
- Send a representative to the funeral.
- Hold a collection /flowers to be sent as appropriate.
- If deemed appropriate invite parents/ family to any commemorative events held by the school, both at the time and in subsequent years.
- If memorial work has been completed, for example a remembrance book, then this should be given to the parents at an appropriate time.
- Invite parents to visit the school after the funeral as this can help. The first visit to the school is often difficult and will be arranged sensitively in accordance with the parents' wishes. It will then be for the parents to decide if they wish to maintain on going links. Each family will be different, with differing needs. Therefore, the school will always be there to act as a source of support and information.

The death of a member of staff

All of the principles and procedures listed above apply to the death of a staff member. For a letter template see Appendix C.

In addition to the above, the school will notify the LA as the employer. Where appropriate to the wishes of the staff member's family, the Headteacher will seek permission from the Chair of Governors to close the school so that all members of staff are able to attend the funeral.

Responsibilities

The designated person within the school who has overall responsibility for support and liaison in event of a death or traumatic loss is the Headteacher. In the event that this person is absent then another Senior Leader will take responsibility. Responsibilities include:

- Policy development and review, involving pupils, staff, governors, parents/ carers and relevant local agencies.
- Implementing the policy and reflecting on its effectiveness in practice.
- Using the expertise within the school and sharing the responsibilities.
- Establishing and co-ordinating links with external agencies.
- Accessing and co-ordinating training and support for staff.

The nominated member of staff with responsibility for bereavement is: Hayley Whitehouse

Responsibilities include:

- To contribute to generating and updating the policy.
- To support the Head Teacher in overseeing the way in which bereavement is managed.
- To support the Head Teacher in overseeing the way in which bereavement is tackled in the curriculum.
- To review practice.
- To support staff and pupils directly.

Appendix A

List of 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

<https://www.cruse.org.uk/>

An organisation offering local bereavement support to both adults and children

Appendix B

Books on bereavement

GRANPA John Burningham (Puffin, 1998, ISBN 0099-43408-3) Designed to stimulate discussion rather than to tell a story, the book has a series of scenes of a little girl and her grandad, with comments from each or both of them. At the end, she is shown staring at his empty chair, without comments. The book allows the adult to direct discussion about not only the good things that the child remembers, but also the not so happy memories.

WHEN DINOSAURS DIE L & M Brown (Little, Brown, 1996, hb, ISBN 0-316-10197-7) Charming busy anthropomorphic pictures of dinosaurs illustrate topics and questions and a range of answers about death: Saying Goodbye; Customs and beliefs about death; Why do people die? What does "dead" mean?. It is also quite acute psychologically, acknowledging that disbelief, anger, fear, and sadness are common feelings when someone dies. Expensive, but attractive and appealing to children.

REMEMBERING GRANDDAD Sheila and Kate Isherwood (Oxford, ISBN 0-19-272368-5) A girl's grandfather has died and looking back over the happy times they enjoyed together helps her to cope with the loss. Very specific episodes and illustrations give it a life-like feel. Sensible and sound if a little stereotyped in its pictures of family life, it could help children to think about how to remember someone.

FRED Posy Simmons (Jonathan Cape, 1987, ISBN 0-2240-2448-5) When Fred the cat dies, his owners Nick and Sophie attend his funeral and learn about his secret life as a famous singer. The story raises the idea of celebrating a life in a good-humoured and touching way, with entertaining pictures and not much text.

GRANDDAD, I'LL ALWAYS REMEMBER YOU De Bode and Broere (Evans / Helping Hands, 1997, ISBN 0237-51755-8) A picture book about loss and memories, and potentially a good stimulus to talk about a bereavement.

LIFETIMES Beginnings and endings with lifetimes in between – a beautiful way to explain life and death to children Bryan Mellonie and Robert Ingpen (Belitha Press, 1997, ISBN 1-85561-760-9). places human life and death firmly in the natural world, and the tone is quietly reflective: "All around us everywhere, beginnings and endings are going on all the time. It may be sad, but it is the way of all things. For plants; for people; and for birds".

BADGER'S PARTING GIFTS Susan Varley (Collins Picture Lions, pb, 1992) An old favourite, a charming illustrated book in which a very old and much loved badger dies. The forest animals gather and reminisce about the important part Badger played in their lives, and as time passes memories of Badger make them smile. These memories were different for each of them, including very recognisable things like a favourite recipe or showing someone how to knot a tie - Badger's "parting gifts"

WE LOVE THEM Martin Waddell (Walker Books, 1990, ISBN 0-7445-7256-8) Death is seen very much as part of life in this nicely illustrated story of life in the country, which conveys

the idea that life goes on and that old creatures give way to young ones. But it is a bit too matter of fact about loss - barely is the old dog dead than the children have found a new one, is there an implicit message that dead pets (and people?) are easily replaced.

GRANDMA'S BILL, Martin Waddell (Macdonald Young Books, pb, ISBN 0- 7500-0307-3) Bill's grandma is a widow, and he learns about her "other Bill" by looking through her photo album with her. A bit too stereotypically suburban and middle class for general appeal perhaps. Some like its ordinariness, gentleness and factual accuracy, and couldn't fault what it had to say about death and living on in memories and in the family.

I'LL ALWAYS LOVE YOU, H Wilhelm (Hodder & Stoughton, 1985) A touching story of the love between a little boy and his dog, who have grown up together. When the dog dies, the boy says that, although he is very sad, it helps that he used to tell the dog "I'll always love you" every night. An opportunity to discuss the importance of telling how you feel. Aimed at 4 to 7 year olds and delightfully illustrated.

A BIRTHDAY PRESENT FOR DANIEL, Juliet Rothman (Prometheus Books, ISBN 1-57392-054-1) This story of a little girl whose brother has died is intended for children aged 8-12. "A difficult subject handled very well and movingly".

THE MEMORY TREE, Britta Teckentrup

Publisher, Hachette children's group

ISBN 9781408326343

WHEN SOMEONE VERY SPECIAL DIES: CHILDREN CAN LEARN TO COPE WITH GRIEF, Marge Heegaard

Publisher Woodland Press, 1988

ISBN0962050202, 9780962050206

Appendix C

Template of a letter informing parents/carers 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/Carers

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

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

<Name> 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 will try 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

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

<Address> <Date>

Dear Parent/ Carers

Your child's class teacher 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 a way 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 try to help you.

Yours sincerely

<Name> Head Teacher

Appendix D

Supporting pupils

The following guidelines are taken from CRUSE bereavement care website. They are general principles, and need to be thought about whatever the needs of the child are. Adapt and aid communication as appropriate.

Loss from a child's perspective

For many children and young people the death of a parent, caregiver, sibling or grandparent is an experience they are faced with early in life. It is sometimes incorrectly assumed that a child or young person who is bereaved by the death of someone close at a young age will not be greatly affected as they are too young to understand the full implications of death. This is untrue and unhelpful. Even babies are able to experience loss. A baby cannot cognitively process the implications of the bereavement but that does not mean that they do not feel the loss.

Accepting the child's experience

Children and young people need to be given the opportunity to grieve as any adult would. Trying to ignore or avert the child's grief is not protective, in fact it can prove to be extremely damaging as the child enters adulthood. Children and young people regardless of their age need to be encouraged to talk about how they are feeling and supported to understand their emotions. It is also important to remember that children and young people grieve in different ways. Grief is unique and therefore it is not wise to assume that all children and young people will experience the same emotions, enact the same behaviour or respond similarly to other grieving children and young people. A child or young person's grief differs from that of an adult's grief because it alters as they develop.

Time to grieve

Children and young people often revisit the death and review their emotions and feelings about their bereavement as they move through their stages of development. Children and young people do not have the emotional capacity to focus on their grief for long periods of time and therefore it is not uncommon for grieving children and young people to become distracted by play. This is a protective mechanism which allows the child or young person to be temporarily diverted from the bereavement. Bereaved children and young people need time to grieve and in order for them to address the bereavement they need to be given the facts regarding the death in language appropriate to their age or level of comprehension. Avoid using metaphors for death such as, "Daddy has gone to sleep", this will make the child or young person believe that Daddy will come back to them and may constantly ask when he is going to wake up. Similarly the child or young person might encounter problems with bedtime and not wanting to sleep for fear of not waking up.

Talking to children

It is understandable that many caregivers are reluctant to talk to the child or young person about the death as they do not want to cause distress or fear. Children and young people

who are bereaved need to know that their loved one has died, how they died and where they are now. Failure to be honest with the grieving child or young person means that their grief is not being acknowledged and this can cause problems later on. If the bereaved child or young person wants to ask questions about death and what dying means, answer them truthfully and if you do not know the answer to a specific question don't be tempted to make the answer up. Assure the child or young person that although you do not know the answer to their question you will find out for them.

Key points to remember

- Babies can experience feelings of loss
- Be honest with the bereaved child or young person
- Avoid using metaphors for death
- Every child and young person's grief is unique
- Encourage the child or young person to talk about the death and how they feel
- Children and young people may 'revisit' the death and review their feelings about the bereavement as they develop
- Use language that is appropriate to the child or young person's age and level of comprehension.

<http://www.cruse.org.uk/Children/loss-from-childs-perspective>

Appendix E

Children's understanding of death

The following information is based on developmental chronology, and is also taken from CRUSE bereavement care website. It is helpful to consider these developmental levels when thinking about how children with special needs may experience grief.

The nature of a child's understanding of death and bereavement will be different at different stages of development. Although a child's grief is individual, their understanding of the loss of a loved one progresses as they mature. In this section you will find the most common understandings of death by children at certain stages of their development. Do bear in mind that a child's understanding of death during their development will differ in circumstances where the child may be experiencing educational difficulties.

Birth to six months

Babies do not cognitively understand the notion of death; however that does not mean to say that they do not respond to the loss of someone close, or that they don't experience grief. A baby up to six months old experiences feelings of separation and abandonment as part of their bereavement. The bereaved baby is aware that the person is missing, or not there and this can cause the baby to become anxious and fretful. This can be heightened if it is the baby's primary caregiver who has died and the baby is able to identify that the one who is now feeding them, changing them and cuddling them is not the deceased person. Similarly if it is the baby's mother who is grieving a loss, the baby can pick up on these feelings and experience grief too.

Six months to two years

At this developmental stage the baby is able to picture their mother or primary caregiver internally if she/he is not present. If it is the primary caregiver who has died the baby will protest at their absence by loud crying and angry tears. It is common for babies to become withdrawn and lose interest in their toys and feeding and they will likely lose interest interacting with others. At the more mature end of this developmental stage bereaved toddlers can be observed actively seeking the deceased person. For instance if Granddad spent much of his time prior to death in his shed the toddler might persistently return to investigate the shed in the hope that they will find him there.

Two years to five years

During their development between the age of two to five, children do not understand that death is irreversible. For instance a four year old child may be concerned that although Nanny was dead she should have come home by now. This example illustrates how children at this stage do not understand the finality of death and nor do they understand what the term "dead" actually means. It is common for a young child to be told that their aunt has died and still expect to see them alive and well in the immediate future. Children do not understand that life functions have been terminated and will ask questions such as:

"Won't Uncle Bob be lonely in the ground by himself?"

“Do you think we should put some sandwiches in Grandpa’s coffin in case he gets hungry?”

“What if Nan can’t breathe under all that earth?”

“Will Daddy be hurt if they burn him?”

As the cognitive understanding of children in this age range is limited they can sometimes demonstrate less of a reaction to the news of the death than might be observed by an older child and might promptly go out to play on hearing the news of the death. Children aged between two and five years old have difficulty with the abstract concepts surrounding death. For instance they might be confused as to how one person can be in a grave and also be in heaven at the same time. They will become further confused if they are told that the deceased person is simply sleeping and this in turn could make them fearful of falling asleep or seeing anyone else asleep. They might insist on waiting for the person who has died to wake up or similarly if they have been told that the person who has died has gone on a long journey they may await their return. At this age bereaved children can become involved in omnipotence or magical thinking. This refers to the concept that bereaved children believe that their actions, inaction, words, behaviours or thoughts are directly responsible for their loved one’s death. This form of thinking is not exclusive to this particular age group and can be experienced by many bereaved children and young people of older ages. It is essential that you explain to the bereaved child that the death was not in any way their fault or responsibility. The need to reassure the grieving child that nothing they said / didn’t say, did or didn’t do caused the death is paramount.

Five years to ten years

Children at this developmental stage have acquired a wider understanding of death and what it entails. They begin to realise that death is the end of a person’s life, that the person who has died won’t return and that life functions have been terminated. By the age of seven the average child accepts that death is an inevitability and that all people including themselves will eventually die. This understanding can also increase a child’s anxieties regarding the imminent deaths of other people who they are close to. Children of this age are broadening their social networks by attending school and are therefore open to receive both information and misinformation from their peers and social circles. With this in mind it is important that the cause of death, the funeral and burial process and what happens to the deceased person’s body are explained in a factual and age appropriate manner to the bereaved child. Children will ask many questions and may want to know intricate details pertaining to the death and decomposition of the body. Again, it is vital that children have such details explained to them clearly so that they understand. At this developmental stage children can empathise with and show compassion for peers that have been bereaved. Children aged between five and ten often copy the coping mechanisms that they observe in bereaved adults and they may try to disguise their emotions in an attempt to protect the bereaved adult. The bereaved child can sometimes feel that they need permission to show their emotions and talk about their feelings. The important thing is to let them do this. Avoid remarks such as, “Come on be a big brave girl for mummy” or “Big boys don’t cry”, such comments however well meant can make children feel they need to hide their feelings

or that what they are feeling is wrong. This can cause complications as the bereaved child develops.

<http://www.cruse.org.uk/Children/children-understanding-death#birth>

Appendix F

Considerations in relation to the coronavirus (COVID-19) pandemic

The school will act in accordance with the Bereavement Policy as set out above as much as possible; however, we recognise the unprecedented nature of the coronavirus pandemic and that we may need to support the school community using some different approaches. This appendix sets out what additional actions the school will take to support pupils, staff and the wider school community during and after the coronavirus pandemic.

Support for pupils

Support for pupils will continue to be implemented in line with this policy as far as possible; however, other measures will be implemented to account for the partial closure of the school.

The headteacher will arrange for links to resources that can support pupils with bereavement during the coronavirus to be uploaded on the school website.

Class staff will arrange a keeping in touch telephone call to families on a regular basis, if mutually agreeable, where pupils are able to talk to a member of staff to discuss any concerns or questions they have related to bereavement and the pandemic. Other staff members will assist where appropriate in speaking to pupils during regular times as required.

Pupils who are known to be vulnerable will be identified and a designated senior member of staff will be responsible for keeping in touch with this pupil and their parents.

Support for staff

The headteacher and school business leader will inform staff via email of the support available to them both in school and externally.

Line managers will maintain contact with members of their team informally, so that they can discuss any questions or concerns relating to bereavement and the coronavirus pandemic. These communications can be held face-to-face, if both staff members are working in school, or via telephone or video call if one or more staff members are working remotely.

The headteacher will identify staff members who are known to be vulnerable and will arrange for the school business leader to contact these members of staff to identify any additional support that is required.

Supporting those who have experienced the death of someone close to them

If the school learns that a pupil or member of staff has experienced the death of someone close to them, the following process will be followed:

The headteacher or school business leader will contact the family via telephone to:

- Acknowledge what has happened.

- Express their support and the support of the school community.
- Discuss how the family would like the news to be shared with the rest of the school community, bearing in mind that not all staff and pupils will be present on the school premises at this time.
- Check whether the family want their contact information to be shared.
- Agree on one or two contacts who will liaise with the family and, where a pupil is bereaved, the child.
- Direct the family towards additional support they can access, e.g. bereavement charities such as Winston's Wish.

The headteacher will share the information with staff members if appropriate. Those staff members that are on the school premises will be told during a staff briefing and staff members that are at home will be contacted by the headteacher via telephone.

The headteacher will inform the governing board of what has happened via teams if deemed appropriate.

The information is shared with the wider school community, as agreed with the family and taking into consideration that not all pupils and parents are able to come to the school premises.

Remembrance activities

During partial school closure and while social distancing measures remain in place, the school will not hold group remembrance activities, e.g. remembrance assemblies.

Other remembrance activities will be undertaken as appropriate, e.g. compiling condolences from the school community and sending these to the family.

Where a death has affected the whole school community, e.g. the death of a pupil or staff member, the headteacher will decide whether a memorial service will be held at a later date.

Support for the school community during the recovery phase

When the school reopens, class staff will speak to pupils and staff members who have experienced the death of someone close to them and ensure the appropriate support remains in place.

The senior leadership team will discuss whether it would be appropriate for certain pupils and staff that have been affected to have a phased return to school.