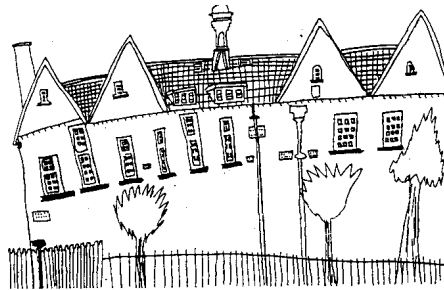


Letchmore Infants' and Nursery School

Bereavement Policy



November 2023

Review date: November 2026

Date policy agreed:

November 2023

Date of next review:	November 2026
Head teacher signature:	<i>J Harding</i> <i>E Williams</i>
Chair of governors' signature	<i>S Davis</i>

Contents page

Section		Page
1	Introduction and purpose of the policy	4
1.1	Background and rationale	4
1.2	Policy links	5
1.3	Purpose of the policy	5
2	Our charter for bereaved children and young people	5
3	Safeguarding, confidentiality and recording	6
4	Roles and responsibilities in dealing with bereavement	6
4.1	Role of the governing board	6
4.2	Role of the Co-headteachers	7
4.3	Role of staff	7
4.4	Role of the council - the education psychology service	8
5	Procedures	8
5.1	Pre-bereavement	8
5.2	Following a bereavement	9
5.3	Following a sudden and unexpected death - suicide	12
5.4	Following a sudden and unexpected death - homicide	13
6	Equality and inclusion, values and beliefs	14
7	Young asylum seekers and refugees	14
8	Supporting staff	14
8.1	Support for bereaved staff	14
8.2	Staff training	15
9	Curriculum	15
10	Additional information and links	16
10.1	Local support services and support resources	16
	Appendices	16

1 Introduction

1.1 Background and rationale

Letchmore Infants' and Nursery School is an inclusive school that strives to ensure that all children feel safe when with us. Our vision is to *provide a magical, inclusive community where all feel valued, nurtured and inspired to become lifelong learners*. Our values focus on openness, honesty and trust alongside working with the strengths of each individual child to ensure that they achieve to the best of their abilities.

Our school is signed up to the local charity, Stand-by-me's Contact-me model which is complementary to this policy.

Around 41,000 children are bereaved of a parent every year in the UK. That's nearly two children under 16, every hour. Many more are bereaved of a grandparent, sibling, friend, or other significant person.

Experiencing bereavement can make children more vulnerable. Bereavement, whether it is an expected death because of illness, or a sudden and unexpected death or suicide, is something that can impact members of our school community at any time.

Bereavement is listed very high on the list of mitigating circumstances when panels review exclusions. Changes in a child's behaviour, if not supported, can escalate and lead to exclusion.

Our school is committed to the emotional health and well-being of its staff and pupils. We wish to work towards this in all aspects of school life and to provide an ethos, environment and curriculum that prepares pupils for coping with bereavement.

This policy is for all staff, pupils, parents and carers, governors, visitors and partner agencies working within the school. It provides guidelines and procedures as to how our school can best prepare for, and respond to, bereavement in the school community.

We recognise that members of the school community will be affected by a range of losses including separation and divorce. Some aspects of this policy may also be helpful in these cases.

This policy was based on an exemplar developed by the national charity Winston's Wish. It has included input from our staff, our governing body, our school nurse, parents and carers and pupils.

1.2 Policy links

This policy also links to the following other policies we hold in school:

- Safeguarding policy
- Emergency Response Plan
- PSHRE policy
- Confidentiality policy
- Equality policy & Statement
- Health and safety policy
- Staff Handbook

Where appropriate, copies of these are available, on request, from the school office

1.3 Purpose of the policy

This bereavement policy supports us to provide effective support to children and staff before and after bereavement. It covers both expected and unexpected deaths.

Empathic understanding in the familiar and secure surroundings of school may be all the bereavement support some children and staff require. However, we also need to be prepared to call on more specialist support where there is a sudden and unexpected death, or where the impact of a bereavement is complex.

The objectives of this policy are to:

- enhance effective communication at a difficult time
- clarify the pathway of support between school, family, community and services
- make best use of the support available in school, the council's families, children and learning department and the wider community

2 Our charter for bereaved children and young people

To help us meet the objectives of this policy we have adopted Stand-by-me's Charter for Bereaved Children and will display this in appropriate staff areas and on our website. *Please See Appendix 1.*

3 Safeguarding, confidentiality and recording

We follow our school's safeguarding and child protection policies and procedures to ensure that the welfare of the child remains paramount throughout, and that all children are protected from harm. These policies are available on the school's website <https://www.letchmore.herts.sch.uk/policies/>

It is important to maintain confidentiality throughout the handling of any incident or disclosure. However, children will need to be made aware that complete confidentiality cannot be guaranteed.

To retain the trust of children and parents and carers, we will ensure that the sharing of appropriate information is kept to a minimum. Sensitive information will only be disclosed, internally or externally, with careful attention to the rights and needs of individuals, and in line with general data protection regulations.

If a child is suffering from trauma, we will share this, as appropriate, with staff but not necessarily the details of their experience.

We will discuss with the bereaved child and their family which adults in the school community they would like made aware of the experiences impacting on the child.

We will use our usual school systems (CPOMS and Arbor) to record when a child has experienced a close bereavement, is at risk of suicide or has made a suicide attempt.

4 Roles and responsibilities in dealing with bereavement

4.1 The role of the governing board is to:

- approve the bereavement policy and ensure its implementation
- ensure the policy is reviewed every three years, or when national or local policy directs a change
- ensure that appropriate attention is given to how bereavement issues are addressed within the curriculum
- ensure that approaches to bereavement are respectful of religious and cultural values and beliefs

- ensure that staff are given appropriate opportunities for training, reflection and access to support if they need it

4.2 The role of the Co-headteachers and senior leadership team is to:

- lead a whole-school approach to the effective management of loss and bereavement, including ensuring appropriate training and support provided for staff
- contact the Local Authority Educational Psychology Team in the case of a sudden and unexpected death or suicide of a child or staff member
- be the first point of contact for family/child/staff directly affected by a bereavement
- record bereavements affecting children
- designate liaison and support to other trained members of staff when appropriate
- monitor progress in supporting those impacted by a bereavement and liaise with external agencies
- keep the governing board appropriately informed
- deal with media enquiries with support from the Local Authority

4.3 The role of all staff in our school is to:

- be aware of Contact-me and how it is implemented when there is a bereaved child in school
- access bereavement support training and cascade learning to other staff if appropriate
- know how to access support for themselves, for other staff and for the family, if advice or information is needed

- know how to report a concern if the bereavement or sudden and unexpected death has placed a child at significant risk of harm
- know how to support a child when they are distressed and how to refer to specialist support if needed
- have a basic understanding of a child's needs when facing loss and change
- teach about loss and bereavement as part of the planned curriculum
- inform the Co-headteachers/Contact-me Manager at the earliest possibility if they hear about a death of someone in the school community

Our SENCOs and Contact-me Manager (detailed below) have had more advanced training about bereavement. They can offer professional support to other members of staff etc.

Michaela Benson: Head of Inclusion and SENCo for Early Years
Paige Hewett: Nurture Teacher and SENCo for Key Stage One
Sally Dukes: Pastoral Lead

4.4 The role of the local authority

Hertfordshire Educational Psychology Crisis Team provide support for critical incidents such as the serious death or injury of a child, member of staff or parent.
Tel: 01438 843379.

5 Procedures

5.1 Pre-bereavement

In some situations, it is known in advance that a death is going to occur. This is usually because of a long illness.

In cases where this is an adult within the school community, individual conversations will be held with the Co-headteachers in terms of support, information exchange and practical considerations.

When the expected death is of a child or a member of a child's family we will:

- contact the family to confirm factual information and explore what support could be provided to them
- the Contact-me Manager will identify a key point of contact in school in terms of information exchange and to update when things change
- ensure that all relevant adults are clear about what information has and needs to be shared with the child
- keep lines of communication open to ensure that all information is received in a timely fashion
- explore the possibility of signposting to other organisations such as Winston's Wish or a local hospice
- look to involve faith or community leaders, where appropriate, and with the agreement of the family
- explore what support for the child affected might look like in practice
- arrange training for specific members of staff to ensure all involved are confident in their ability to support the child
- if appropriate, consider and reflect on how to communicate with the wider school community for example the child's classmates
- if appropriate, begin conversations around practical considerations in the events leading up to the death, and following the death

5.2 Following a bereavement

We will consider each individual situation carefully to ensure that the response from the school is sensitive, accurately reflects the gravity of the situation, and involves those affected as appropriate.

As an immediate response we will:

- follow Contact-me procedures (refer to Contact-me manual)
- Ensure Contact-me Manager (Sally Dukes) is aware of the bereavement
- contact the deceased's family with the aim to establish the facts and avoid rumours (Co-headteachers)
- consider any religious beliefs that may affect the timing of the funeral or impact on other aspects of the bereavement process
- find out, if possible, how the family would like the information to be managed by the school
- allocate member(s) of staff to be the key point(s) of support for the affected child or children and ensure there is support in place for the staff members if required
- send letters or cards of condolence to families or individuals directly affected
- prepare a press statement, with support from the council's communications team, if required and with due regard to the family affected (Co-headteachers)
- inform staff of the death before children are informed, recognising that some children may have found out through other means. Where possible, staff will be prepared (through prior training) to share information in age-appropriate ways to make sure all staff have the same version of the event. Where this has not been possible, staff will be supported to share the information
- inform children who are most directly affected (such as a friendship group), preferably in small groups, by someone known to them, and in keeping with the wishes of the family and expertise of the school
- inform the wider school community in line with the wishes of the family. We would normally do this through assemblies and/or letters to parents (refer to Contact-me manual for templates)
- make small changes to the school timetable to accommodate the needs and wellbeing of the child or children affected by the situation. However, we will

aim for minimal disruption to the timetable as this can offer a sense of security and familiarity

For the funeral we will:

- find out the family's wishes and follow these in terms of the involvement of members of the school community (or not)
- identify which staff and children may want to attend if invited by the family and the practicalities of issues such as risk assessment, staff cover and transport. In some rare circumstances it may be appropriate to close the school
- organise tributes such as flowers, or a collection, in line with family wishes and the wishes of staff and children
- be sensitive to religious and cultural issues

After the funeral we will:

- consider whether it is appropriate to visit the child and family affected at home and plan a return to school
- ensure friendships are secure - peer support can be particularly important for a bereaved child or young person
- continue regular contact with the family and show we still care about them and their child over time
- monitor the emotional needs of staff and children and provide listening time and ongoing appropriate support
- consider practical issues and make thoughtful and sensitive updates to parental and other contact details when needed
- continue to assess the needs of children most affected, and record and plan for support accordingly

Longer term we will:

- be aware that the impact of bereavement follows a child throughout their school life. So, we will record information and share with relevant people, particularly at transition points. This could include ensuring significant dates and events for the child are recorded and shared with appropriate staff for future reference
- signpost families to bereavement support
- ensure that learning about loss and bereavement is embedded into appropriate curriculum areas, in an age-appropriate way, including PSHRE education. When teaching about loss and bereavement we will give careful thought as to how to support those directly affected by loss and bereavement

5.3 Following a sudden and unexpected death - suicide

Suicide is not just a really difficult event to deal with, it also presents the unique risk of potentially being the trigger for another suicide.

As described in section 4.3 we will seek advice from the Bereavement Support Manager, Stand-by-me Bereavement Support. As a school community we will make a response to a sudden death within two school days

It is necessary to maintain the structure and order of the school routine, while facilitating the expression of grief, and reducing the risk of imitative suicide.

In the case of suicide, we will refer to The Samaritans Step by Step Guide.

<https://www.samaritans.org/how-we-can-help/schools/step-step/>

Information provided to the school community in the immediate aftermath of a sudden and unexpected death will depend on the age of the children but should be based on and reinforce:

- facts (not rumours)
- an understanding that death is permanent
- an exploration of normal and wide-ranging reactions to sudden and unexpected death - expressions of anger and guilt are entirely normal

- an understanding that, with support, people can cope
- an understanding that fleeting thoughts of suicide are not unusual
- an awareness of suicidal warning signs and resources available to help
- an understanding of expectations around funerals

When discussing any suicide that has occurred, we will ensure that the information given is age appropriate and:

- is factually correct but does not include detail of the suicidal act itself does not romanticise, glorify, or vilify the death
- does not include details of any suicide note
- does not include speculation over the motive for suicide
- takes care with the language used - for example using phrases such as 'died by suicide' or 'ended his / her life' rather than 'committed suicide' or 'successful suicide' and saying 'attempted to end his / her life' rather than 'unsuccessful suicide' or 'failed attempt at suicide'

5.4 Following a sudden and unexpected death - homicide

The Childhood Bereavement Network and Winston's Wish estimate that around one child every day is bereaved of a parent or sibling through murder or manslaughter in Great Britain.

Children may experience profound and lasting shock, enormous anger at what has happened, rage at the person who caused their relative to die, deep fear at the perceived insecurity of the world around them. Sadly, in many cases, the person who caused the death is also known to the child, resulting in great confusion and a double loss, for example, if one parent kills the other and is then imprisoned. In some families, the child may have to move to a new house, school, area - away from familiar and comforting places and routines.

We will seek advice from appropriate organisations such as Stand-by-me, Winston's Wish and Child Bereavement UK.

6 Equality and inclusion, values and beliefs

We recognise that there is a range of cultural and religious beliefs, customs and procedures concerning death. It follows that bereaved children and families may have differing expectations.

Some of these may affect matters of school organisation. We will source training and guidance to develop our understanding of the range of beliefs to best support pupils.

We will present a balance of different approaches to death and loss. We will make pupils aware of differing responses to bereavement, and that we need to value and respect each one of these.

7 Young asylum seekers and refugees

Many young asylum seekers and refugees have experienced the death of family members or friends, often in traumatic circumstances. This, and further traumatic experiences and losses, can have a devastating effect on their emotional and physical health, behaviour, learning and relationships.

Sudden traumatic death complicates the process of grief and mourning, as usual ways of coping may be overwhelmed. We will consult specialist mental health services where appropriate.

8 Supporting staff

8.1 Support for bereaved staff

We are aware that staff also experience bereavement. When this happens, we will ensure they are provided with support to take care of themselves, and to know where they can go for additional help should they need it.

This could include: their GP; Cruse Bereavement Care <http://www.cruse.org.uk/>; or staff counselling, information and advice.

We will work within our leave of absence policy and if necessary, with the council's occupational health team to ensure staff are provided with appropriate leave and support at a time of bereavement.

Teachers who are dealing with their own bereavement are encouraged to speak with their line manager about any areas of the curriculum which they feel uncomfortable to teach or want support to teach.

8.2 Staff training

We will ensure that regular training is provided to staff to support them in meeting their roles and responsibilities as identified in this policy. Stand-by-me offers one-hour in-house training sessions for Contact-me schools and our school last received training in October 2023.

9 Curriculum

Children and young people explore the concept of loss, bereavement, and grief, in an age-appropriate way, as part of the statutory elements of our PSHRE curriculum. Our PSHRE subject journey can be found on the school website

<https://www.letchmore.herts.sch.uk/subject-journey-and-subject-policies/>

It is also addressed through cross-curricular opportunities such as body changes or life cycles, as well as through art, literacy, and religious education.

We also use class and school assemblies to address aspects of death - such as Remembrance Day. We visit the local war memorial, observe a minute's silence, and explain the purpose of this.

When appropriate, we respond to a tragedy or serious incident by discussing this in class having discussed as a staff team the language we will use to respond to the incident.

Teachers are provided with training on how to deliver this sensitive area of the curriculum within a safe, learning environment. We also point parents and carers towards appropriate advice on how to talk to their children about these events when necessary.

We will answer any questions relating to loss or death in a sensitive, age-appropriate, honest and factual way. Children will not be expected to disclose any personal experiences but will be signposted to support if they want it.

We give children opportunities to learn about and discuss cultural and religious issues around death and encourage them to express their own responses and feelings.

10 Additional information and links

Please refer to the Contact-me Manual for further information and letter templates.

10.1 Local support services

Stand-by-me: <https://www.stand-by-me.org.uk/>

Garden House Hospice: <https://www.ghospicecare.org.uk/>

10.2 National support services and support resources

As part of PSHRE and our safeguarding work we will also signpost to appropriate sources of support for children and adults in the school community.

Winston's Wish: www.winstonswish.org Support information and guidance for bereaved children, young people and for those caring for bereaved families.

Cruse Bereavement Care: www.crusebereavementcare.org.uk Support for anyone who has been bereaved.

Childhood Bereavement Network: <http://www.childhoodbereavementnetwork.org.uk>
Find childhood bereavement support in your local area.

Hope Again: <http://hopeagain.org.uk/> A website for young people who have been bereaved.

Papyrus: <https://papyrus-uk.org/> Support and advice for young people struggling with thoughts of suicide, and anyone worried about a young person.

Samaritans: <http://www.samaritans.org/your-community/supporting-schools> A range of guidance and support for schools.

Appendices

Appendix 1 Charter for Bereaved Children and Young People