



Braidwood School

*Turning potential into success*

## Bereavement and Loss Policy

It is a sad but necessary task for every school, at one time or another, to address the death of a member of the school community. Bereavement can have a varied effect on individuals and it is important to remember that both staff and learners will react in very different ways. This policy has been created to establish a flexible structure for the handling of such an event and establishes how the school will respond when such a tragedy occurs.

Signed by:

Headteacher : Karen Saywood

Date: 04/10/2019

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## 1. Legal framework

1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

Employment Rights Act 1996  
The Equality Act 2010

## 2. When a death occurs

2.1. In the event of a death the headteacher, or deputy headteacher in their absence, will be the primary point of contact. Members of the leadership team may be contacted to consult and help provide support.

## 3. Traumatic circumstances

3.1. If the death occurs in particularly traumatic circumstances, such as suicide or murder, bereavement support specialists may be utilised such as the following:

- The Samaritans: <http://www.samaritans.org/>
- The Educational Psychology Service
- The Compassionate Friends: <http://www.tcf.org.uk/>

## 4. Headteacher's role

4.1. It is the role of the headteacher to gather factual information regarding the death. They will consult the family of the deceased to ascertain their wishes regarding the sharing of information. This accurate information will be shared quickly so that rumours and assumptions do not spread and cause the family further distress.

4.2. The headteacher is also responsible for preparing a letter to parents / carers explaining the event which will be distributed at the end of the school day.

## 5. Informing staff and learners

5.1. All staff will be informed straight away before learners are told. As soon as staff, have been told, learners will be immediately informed. This, will be done in small groups by somebody they are familiar with. Staff will be given guidance on the approach to use.

5.2. Learners who are particularly vulnerable, such as close friends of the victim or who witnessed the event, will be identified and offered additional support.

5.3. Staff members who are particularly vulnerable or who it is known may be alone that night will be offered help and support. This will include phone details being exchanged in order to provide a point of contact for the member of staff.

## 6. Social networking and the policy

6.1. Braidwood will make every effort to handle the event and the communication in a sensitive and efficient manner. It is the school's policy that no information be shared regarding the death using social media by staff or learners until the facts have been established and all family members, friends and colleagues have been informed. Respect and empathy are key to ensuring the bereaved do not face unnecessary trauma.

## **7. The death of a learner**

7.1. Support will be provided for the whole school community. Mentoring staff may be deployed in counselling roles to provide support and comfort.

7.2. Designated areas may be established to provide learners a place to reflect during the day.

7.3. A book of remembrance may be set up in an appropriate location such as the school hall.

7.4. Staff will be provided the opportunity to meet as a group at the end of the school day to discuss any concerns and difficulties and for support.

7.5. The headteacher, in consultation with the chair of governors, will discuss and draft an official statement on behalf of the school, if the press are involved.

7.6. Learners with a particularly close relationship to the deceased will be told one-to-one or in a separate group.

7.7. Learners will be encouraged to share their feelings and discuss the event and death.

7.8. Staff will be honest and open about their feelings.

7.9. Minimum disruption to the school timetable is ideal. Structure and regularity will ensure learners are not overwhelmed. However, learners who feel too distressed to attend lessons will be allowed to go to the areas designated previously.

## **8. The death of a staff member**

8.1. Support will be provided for the whole school community. Mentoring staff may be deployed in counselling roles to provide support and comfort.

8.2. Designated areas may be established to provide learners a place to reflect during the day.

8.3. A book of remembrance may be set up in an appropriate location such as the school hall.

8.4. Services of remembrance may be offered.

8.5. Staff will be provided the opportunity to meet as a group at the end of the school day to discuss any concerns and difficulties and for support.

8.6. The headteacher, in consultation with the chair of governors, will discuss and draft an official statement on behalf of the school if the press are involved.

8.7. Staff members with a particularly close relationship to the deceased will be offered specialist support, including appropriate cover if applicable.

8.8. Learners will be informed.

8.9. Learners with a particularly close relationship to the deceased will be told one-to-one or in a separate group.

8.10. Minimum disruption to the school timetable is ideal. Structure and regularity will ensure learners are not overwhelmed. However, flexibility may be required and great sensitivity will be shown when determining how lessons will be covered following the death.

## **9. The death of a learner's family member**

9.1. If the death occurs while the learner is at school, it is preferable for a family member of the learner (preferably a parent) to come to the school and inform the child.

9.2. If the above is not an option, arrangements will be made to transport the learner to their home and family.

9.3. In some circumstances it may be necessary for the learner's tutor or the headteacher to inform them.

9.4. The school will liaise with the learner's family to determine their wishes before notifying learners.

9.5. The learner's peers will be informed as to how the learner wishes to communicate/respond to the incident. This could be talking openly about the death or asking for respect and privacy, letting the learner talk about it in their own time.

9.6. The headteacher will delegate a staff member to liaise with the family regarding their wishes for the funeral and/or the sending of flowers/cards.

9.7. It can be expected that the bereaved learner may have a reduced capacity for school work immediately following the death. They will be allowed time to recover and given any extra help and support necessary.

## **10. The death of a learner or staff member on a school trip**

10.1. In the event of a death during a school trip an emergency management team will be established by the headteacher.

10.2. Those who have witnessed the death will be the priority and they will be offered support.

10.3. The headteacher will consult with emergency personnel to determine the most timely and appropriate method for informing the deceased's family.

10.4. A designated staff member will undertake the role of school liaison, and if possible, a designated phone line for enquiries will be established.

10.5. The emergency management team will organise support and counselling as necessary.

## **11.Examinations/assessments**

11.1. Bereavement can have serious effects of a learner's ability to study and undertake examinations and assessments. The school is mindful of this and the following considerations will be made to assist learners.

## **12.Learners currently taking examinations or assessments**

12.1. Learners who are taking examinations during a time of bereavement are likely to be affected by the loss.

12.2. The circumstances will be reported to the appropriate examination board and they will decide on where special considerations will be applied. A maximum of five percent consideration can be made to amend their result.

12.3. The relationship between the learner and the person concerned will be a determining factor in the examination board's decision as will the proximity to the exam from the death.

## **13.Learners missing examinations or assessments**

13.1. This will be a very rare occurrence but provision will be in place will it occur. If a learner misses an examination due to the death of a close family member or friend it will be reported to the appropriate examination board.

13.2. The examination board will then make a decision based on the information provided by the school, as to whether or not to apply special consideration and amend their result. This may mean the use of the learner's predicted grade.

## **14.Funerals**

14.1. The school will always abide by the family's wishes.

14.2. The family will often welcome the involvement of the school community in the funeral but, there will be times where the family wishes to keep the proceedings private and this will be respected.

14.3. If the family wishes the school to be represented at the funeral the headteacher, in collaboration with the leadership team, will identify which staff and learners may attend.

14.4. Practicalities such as providing cover for teachers will also be arranged.

14.5. The headteacher will consult the family and, in turn, staff and learners in determining the appropriate sending of flowers, cards or the holding of a collection.

14.6. A permanent form of remembrance may also be considered.

## **15.Review**

15.1. This policy will be reviewed by the headteacher by June 2021.

15.2. All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.