



St Anne's School and Sixth Form College

Bereavement Policy

This policy was adopted in the Autumn term 2015 and updated September 2018

1. INTRODUCTION

The purpose of the Bereavement Policy is to help everyone involved at a time when there may be shock, upset and confusion, ensuring that there is as little disruption as possible, and effective communication takes place. The wellbeing of each member of the school community is paramount to help them through the difficult time.

2. CURRICULUM

Bereavement is covered within the PSHCE curriculum rolling programmes. It is not taught as a discrete subject but is addressed within the teaching of topics such as 'Relationships' and 'Changes'. Additional support is available to all pupils who are affected by bereavement and a specific plan in conjunction with parents will be put in to place.

3. PROCEDURES

Guidelines for breaking news about a death of staff, governor, child or young person, or someone well known by the school community.

- Arrange a staff meeting which should take place as soon as possible.
- Impart factual information.
- It is important to consider any cultural or religious implications and seek advice if necessary.
- Give news sensitively and empathetically, being aware that people may react in different ways.
- Be cognisant of the relationships staff may have had with the person who has died.
- Ensure that there is someone responsible for telling people who are unable to attend the staff meeting i.e. part time staff, lunch time supervisors, admin and premises staff. Consider the best way of imparting the information to those absent e.g. by telephone, text or e-mail etc.
- Inform the children/young people as soon as possible about the death, where appropriate.
- Where possible, the pupils should be informed in small groups i.e. class or tutor groups.
 - Identify those children who had a long term and/or close relationship with the person who has died so they can be told separately.
 - If appropriate, a special assembly could be held at a later time in the day to

remember the person who has died.

- Allow the children/young people to ask questions and answer them honestly and factually in terms that they will understand.
- Allow the children/young people to verbalise their feelings.
- Allow the children/young people to discuss the situation and share their experiences of death.
- Identify sources of advice and support to access for help in coming to terms with the bereavement (see bereavement toolkit).
- Identify an allocated quiet place where children, young people and staff can go if necessary.
- The ELSA (Emotional Literacy Support Advisor) should be made available to support children and young people where necessary.
- It is preferable for there to be minimum disruption to the timetable but some flexibility may be required and it may be necessary to provide temporary staff cover.