

# ENGLISH MARTYRS' CATHOLIC VOLUNTARY ACADEMY

## SCHOOL BEREAVEMENT POLICY AND PROCEDURES: Responding to a death within the school community



Date: Sept 25

Review Date: Sept 26

### **Purpose of Policy**

The purpose of this policy is to ensure that contingency plans are in place to outline how the school should and could respond to a death impacting on the school community.

### **Rationale**

We acknowledge that death, while being the inevitable end of life, is often unexpected and traumatic. Its unpredictability can cause severe distress and can shock and disturb the whole school community.

### **Purpose and Intent**

We acknowledge that should our school community be informed of a death, our response should be a planned, tested and considered one. An unplanned response could make the situation worse for all concerned; we need to ensure we are able to react sensitively and professionally.

We acknowledge that the communication of any death within our community must be planned and handled with great sensitivity. While recognising the need to act speedily, we will ensure that the immediate family of the deceased have been consulted prior to any wider communication through the school website, text, telephone, email, or social media sites.

We acknowledge our responsibility to all those who grieve as a result of a life changing significant loss in their lives. The school's main priority and work will be with the children and staff of English Martyrs'.

### **Aims and Actions**

We have established a "*School Bereavement Team*" to be chaired if and when necessary by a '*Bereavement Team Leader*' who will be the most senior appropriate member of staff in school. Members of the Team are: **Mr Boott (Chair of Governors), Mrs Ellis (Head Teacher) Helen McElhone (SMSC lead) Mr Blurton (Deputy Head Teacher)**. For tragic events which may draw media attention, the Trust Secretary will become a member of the Bereavement Team as well as a member of the Diocese. This team will follow procedures in place for identification, support and response to individuals.

We will provide opportunities for pupils to share their feelings in the school environment supported by trained staff and when appropriate, through the use of age related structured programmes provided by Rainbows Bereavement Support GB. Appropriate support will also be offered to staff.

The school will liaise and seek support from outside agencies if required.

The Bereavement Team will ensure all staff and governors are aware of our policy and procedures. This policy and the accompanying procedures will be reviewed annually or in the event of a death within the school community.

### **Who the Policy applies to**

Pupils, parents, staff and Governing Body

## **Legal framework**

### **1.1 This policy has due regard to all relevant legislation and statutory**

- guidance including, but not limited to, the following:
- Children Act 1989
- Employment Rights Act 1996
- Equality Act 2010
- DfE (2018) 'Mental health and behaviour in schools'
- DfE (2019) 'Keeping children safe in education'
- Department for Business, Energy and Industrial Strategy (2018) 'Good Work Plan'
- The Parental Bereavement Leave and Pay Regulations 2020
- Parental Bereavement (Leave and Pay) Act 2018

### **1.2 This policy has been created with due regard to the following guidance:**

- Winston's Wish (2019) 'A Guide to Supporting Grieving Children and Young People in Education'
- Winston's Wish (2019) 'A Strategy for Schools: Positive Responses to Death'
- Samaritans (2017) 'Help When We Needed it Most'
- Child Bereavement UK (2018) 'Schools' Information Pack'

### **1.2 This policy operates in conjunction with the following school policies:**

- Child Protection and Safeguarding Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Behavioural Policy
- Anti-bullying Policy
- Disciplinary Policy and Procedure

## **2. Roles and responsibilities**

### **2.1 The Governing body will be responsible for:**

- Overseeing the implementation of this policy.
- Reviewing this policy with the Head Teacher on an annual basis to ensure its effectiveness.

### **2.2 The Head Teacher will be responsible for:**

- The overall implementation of this policy.
- Liaising with external agencies, as appropriate.
- Informing governors and staff when a death occurs and arranging for pupils to be informed, as appropriate and with approval from the family.
- Being the first point of contact for staff, pupils and parents directly involved in a death, or designating this role to another appropriate member of staff.
- Responding to any enquiries from the media or the wider school community, or appointing a member of staff to undertake these duties.
- Ensuring staff have the necessary training to support bereaved pupils and to deliver sensitive news.

### **2.3 The SLT and Pastoral Teams will be responsible for:**

- Undertaking bereavement support training and conducting in-school training to share their knowledge with other staff.
- Supporting the Head Teacher in carrying out the procedures outlined in this policy.
- Supporting staff, pupils and parents following a death, as directed by the Head Teacher.
- Supporting other staff members with communicating the news of a death.
- Making referrals pupils, staff and other members of the school community to receive support.

- 2.4 The Head Teacher will be a media spokesperson. They will be responsible for:
- Liaising with the media as required.
  - Monitoring media and social media activity regarding the death.
  - Respecting the family's wishes in relation to what information can be provided to the media.
- 2.5 All staff members will be responsible for:
- Undertaking any bereavement support training arranged by the Head Teacher or the pastoral team.
  - Supporting their colleagues and pupils following a death, as appropriate.
- 2.6 The Parish Priest will be responsible for:
- Arranging and providing spiritual support for the family following a death, as appropriate.
  - Arranging and providing spiritual support for all colleagues and pupils, as appropriate.

## **PROCEDURES TO BE FOLLOWED IN THE EVENT OF A DEATH WITHIN THE SCHOOL COMMUNITY:**

We will ensure that the school office staff are prepared to receive the news of a death within the community and respond in an appropriate manner (Appendix A).

Should we receive the news of a death, in **ALL** cases the person receiving the news will:

- Confirm the information, check it, record it and check it again. (*It is essential to have the facts confirmed*)
- Share the news as soon as possible with Head teacher and a member of the Bereavement/Pastoral Team.

The Head teacher and the members of the Bereavement/Pastoral Team will:

- Consider the action required, follow the agreed procedures, take notice of the guidance and examples and be aware of the impact of shock on each other and on the wider community.

## **THE SUDDEN DEATH OF A PARENT OR CLOSE RELATIVE**

We acknowledge that in the case of the death of a pupil's parent or close relative, it is always best that a family member break the news with the support of an appropriate member of staff. If this is not possible the Bereavement Team Leader will ensure someone suitable will break the news to the pupil or member of staff concerned.

The news of the death will be given to all relevant staff as soon as possible.

## **THE DEATH OF A PUPIL**

Should we receive the news of a pupil's death, we will call all present colleagues together and inform them.

**Following informing the staff of the initial news of the death, the wishes of the parents will then be shared and followed when disseminating the news further into the school community.**

We will:

- Encourage staff to voice their concerns they have about telling the rest of the pupils/students.
- The Bereavement Team will inform staff of the most appropriate way to communicate the news within school; be that a full school assembly, year groups, or a class/form group?
- Give pupils opportunities to express their feelings at the time they are informed and over the following days and weeks.
- Avoid rumours, exaggerations and embellishment of the event, by agreeing the facts which will be stated openly and honestly without assumptions or judgements.
- Remember that such news will be greeted with a mixture of emotions and feelings. Some may deny or disbelieve the announcement. Others may feel panic; some may show feelings of anger. There may well be tears and distress. Planned support will be available.

- Inform parents the same day in the most appropriate way via text, website, email, phone or newsletter depending on the circumstances
- Ensure time for corporate grieving amongst the staff and enable them to share how they feel about what has happened.

### **THE DEATH OF MORE THAN ONE PUPIL**

Should we receive such news, members of the *Bereavement Team* will be called together to be briefed with the salient facts and to decide what steps are to be taken. Information may already have been 'sent' from the incident.

We will consider:

- Who will contact parents, if necessary?
- Who will meet with parents who arrive at school? Where?
- Who will inform the staff? When? Where?
- Who will inform the pupils/students? When? Where?

Staff and Governors will be briefed regarding the deaths and the actions from "THE DEATH OF A PUPIL" will be followed with consideration of the greater impact these deaths will have on the school community.

**Following informing the staff of the initial news of the death, the wishes of the parents will then be shared and followed when disseminating the news further into the school community.**

It is imperative that rumours and interpretations of the truth be avoided. In a case of multiple deaths there is bound to be some media interest. Members of the Bereavement Team responsible for dealing with the media will prepare all necessary statements. Such statements should deal only with facts in as sympathetic a way as possible. We will agree a format of response to telephone inquiries, including approaches from the media.

### **THE DEATH OF A MEMBER OF STAFF**

We acknowledge that if such a death occurs it is doubly traumatic for the staff; supporting the pupils but also grieving on a personal level for a colleague.

**Prior to informing the staff of the death, the wishes of the family will be shared and followed when disseminating the news into the school community.**

Should we receive the news of the death of a member of staff; the appropriate senior member of staff will call together colleagues from the Bereavement Team.

We will use the guidance notes below:-

- Gather together the staff and inform them of the news.
- Allow time for corporate grieving amongst the staff.
- Allow the staff to share how they feel about what has happened.
- Inform the teachers that they may need to address what has happened in their classes.
- Impress on the staff what facts are to be announced to the pupils/students. To avoid rumours, exaggerations and development of the event, the agreed facts should be stated simply.
- Communicate to the staff how the announcement will be made. Should it be a full school assembly, year groups, or a class/form group?

- It must be remembered that such news will be greeted with a mixture of emotional feelings. Some will deny or disbelieve the announcement. Others may feel panic; some may show feelings of anger. There may be tears and distress; everyone will react in their own way.
- Under such circumstances some staff may have difficulty coping with the loss themselves. Colleagues will need to be aware of those staff who seem particularly affected by the death.

## **BREAKING SAD NEWS**

Should we need to break sad news to children or young people we will first refer to the Appendix B - *Guidelines for "Breaking Sad News..."*

## **MEMORIALS and FUNERAL SERVICES**

Should we need to consider our involvement with any funeral services or memorial services or memorials, we will first refer to Appendix C - *Guidelines for "Memorials and Funeral Services"*

## **RETURN TO SCHOOL**

We acknowledge our responsibility to offer additional support to pupils who have been bereaved, especially on their return to school and for at least a two year period and at times of transition. We further acknowledge our responsibility to prepare staff and pupils appropriately before a bereaved member of our community returns. Members of our Bereavement Team will advise an appropriate response, depending on the individual's circumstances.

## **MANAGING ANTICIPATED DEATH AND THE TERMINALLY ILL**

We acknowledge that the anticipated death of a member of our community, whilst very difficult to manage, enables us to establish appropriate communication with the family to support those likely to be most affected before and after the death.

We acknowledge our responsibility to support adults, children and young people within our community who have to face the painful reality that a parent or someone close to them is terminally ill.

When supporting children and young people who are experiencing anticipatory grief, we will:

- Confirm the facts concerning the pupil's sick relative or friend
- Communicate the information as appropriate (in line with school procedures and the family's wishes)
- Never give false hope to the child or young person
- Discover what the pupil has been told of the illness
- Allow the pupil to talk freely about the sick person in an appropriate setting
- Enable the pupil to talk freely about how he/she is feeling
- Be honest! If we do not know the answer to a question we will say so
- Not inform the pupil about any progression concerning the illness unless the family have given permission and requested us to do so

## **THE PLACE OF DEATH AND BEREAVEMENT WITHIN THE CURRICULUM**

We acknowledge the importance of remembering anniversaries of death. During November or December each year we will hold a special assembly/liturgy/act of remembrance as appropriate, to celebrate the life of those members of our community who have died.

We will ensure we have approval from the family of the deceased to record the deceased name in our school memorial log / memorial garden / memory tree. We also acknowledge our responsibility to explore issues surrounding death and bereavement within the curriculum. This will take place within the RE curriculum and especially around Eastertide and Armistice Day.

### **LONG TERM SUPPORT FOR THOSE WHO GRIEVE**

We will offer pupils access to a range of age related peer support programmes available through our trained staff provided by Rainbows Bereavement Support GB.

### **SUPPORT FOR STAFF WHO SUPPORT BEREAVED PUPILS AND COLLEAGUES**

We will ensure that all staff are familiar with this policy and these procedures for responding to bereavement and will offer training as part of our staff induction programme. Whenever necessary we will request additional support from colleagues or from external support agencies.

Signed: ..... (Chair of Governors)

Date: .....

Signed: ..... (Head teacher)

Date: .....

## Appendix A

### Procedures on Receiving Tragic News

“Mrs/Mrs ++ I am terribly/so/devastated sorry to hear of the death of Mr/Mrs++/child”

“When did this happen?”

“What happened?”

“I apologise for repeating but can I confirm... (person who has died, when they died and relationship to person in school)”

“I will pass the information on to Mrs Ellis immediately. She will want to contact you/Mr ++/Mrs ++ (name immediate family member bereaved) at your/their earliest convenience.”

“What is the best number to contact them/you on?”

“What is the best time?”



*“WHEN SOMEBODY DIES”*

*BREAKING SAD NEWS:*

*GUIDELINES FOR BREAKING NEWS OF A DEATH TO A CLASS, OR SCHOOL ASSEMBLY*

*On receiving news of the death of a student or a member of staff please follow the agreed procedures which will include the following points:*

- Consult with the bereaved family concerned to ascertain their wishes.*
- Those to be informed of a death should be gathered together in an appropriate place. This is best done in familiar groupings by someone they know.*
- Whoever is giving the news should prepare themselves with what to say.*
- Try to be as composed as possible as this helps to reduce the possible over emotional reaction of some students. Remember, however, it is perfectly human and understandable if you are moved by the events.*
- Start by acknowledging that you have some sad news to give them.*
- Be honest; give the news stating simple facts which have been checked for accuracy.*
  - Talk briefly about the person who has died.*
- Let the students know of any arrangements already in place or of any arrangements agreed by the family.*
- Underline how important their support is at this most difficult time and that it may be appropriate to involve them in a school response e.g. letters, flowers, cards, funeral attendance, memorial etc.*
- Keep a watching brief throughout the assembly/meeting and for a period of time afterwards to pick up and support students and staff showing signs of distress.*
- Keep in contact with the family suffering the loss. Make a note to remember the anniversary.*
- Confirm any agreed arrangements by email or letter to parents and ensure details are posted on the school's website but not before all members of the bereaved family have been informed.*

*(We offer these words below purely as an example. You may like to cut and paste phrases that you find helpful. We recommend that in the event of having to break the news of a death within the community that you take a little while to consider what you will say; how you will say it and how you and colleagues will manage the situation)*

*Start:*

*There is no easy way to say this to you and the event that has happened will affect us all in one way or another but I have to tell you.....*

*You may have heard already .....*

*That N... has died ... The information that we have and therefore can tell you about is that.....*

*.....While we are all deeply shocked at this awful, sad news, before we do anything else and while we are all together to support and help each other, may I suggest that we be still now for one or two minutes to honour and remember N...*

*Thank you.....*

*N... was a gift to our community here and we are so deeply grateful for the privilege of knowing him/her. In some way we are all better people because of N...*

*I ask you to close your eyes for a moment and to remember the unique part that N... played in our lives. We think of good times together, training, travelling on school trips, etc. We reflect on her/his many talents and blessings. (Examples: think of her/his delight on the occasion that she sang, that he scored that goal..., that he/she represented the school at...)*

*We all feel the loss of N... Place a circle of light around N...'s face now and think lots of love and thanks and hope for N...*

*We do not know much about what happens after death but it is possible that our loving thoughts and wishes and prayers this morning may help N... to a place of great happiness and peace.*

*There will be many opportunities for us to show our feelings during the next few days. As more details come to us, we will let you know what is happening and how the family would like us to be involved. There will be a variety of ways of honouring N's life and their life amongst us. Your ideas will be most welcome. Talk to .....but talk to any of the staff with your thoughts and feelings. We are all here to help each other; that is what our community is about.*

*A poet has written these lines to help us at a time like this; you may like it:*

*Name, may you continue to inspire us:  
to enter each day with a generous heart;  
to serve the call of courage and love,  
until we see your face again  
in that land where there is no more separation,  
where all tears will be wiped from our mind,  
and where we will never lose you again.*

*Appropriate ending .....perhaps the poem itself; music; a prayer; a moment of silence.....*

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## *SOME PRAYERS / WORDS TO CONSIDER.....*

*In addition to the suggested prayers below, please seek advice from local faith leaders and religious ministers. Websites offering prayers and words at times of bereavement may be helpful by searching "School assemblies at times of bereavement"*

### *Some Christian Words and Prayers:*

*Our Father, who art in heaven, hallowed be thy name. Thy kingdom come; thy will be done on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation but deliver us from evil. For thine is the kingdom, the power and the glory for ever and ever. Amen.*

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*Eternal rest grant unto Name O Lord and let perpetual light shine upon him/her. May s/he rest in peace. Amen.*

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*Heavenly Father we are stunned and shocked at the death of Name and as a community we have gathered together to share our sorrow, our bewilderment and our pain. We are all asking the question 'Why?' but there seems to be no easy answer. We pray especially today for her/his friends, her/his classmates, her/his teachers and all who knew her/him. We remember Name for ..... (List some characteristics or traits of the deceased) We just don't understand this Lord, but help us to let go of any anger or any desire for revenge. May our tears be replaced by smiles when we think of Name, giving thanks for her/his life and all that she/he was to us and our school. Help us now pick up the pieces once again and to carry on in life as we believe Name would wish us to.*

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*Almighty God, you know that it will be very difficult for us at our school without Name. Bring us the strength and the hope we need to carry on as Name would have wished us to do. We thank you Lord for the special gifts Name brought to the school and shared with us. May the Church and the wider community give thanks for the contribution Name made to the life of (village/town name) and may we redouble our efforts to serve each other, in honour of her/his memory. We ask this through Jesus Christ, our Lord. Amen.*

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*We hold before God all those who are sad because someone they loved has died  
We hold before God all those who are sad because someone they knew has died  
We hold before God each one of us that we may support each other in the days to come.  
We hold before God Name who has died. May s/he rest in peace. Amen.*

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*Lord, we look up to you and receive from you  
Your blessing  
Your strength  
Your most holy love.  
In the darkest moments of our lives,  
Let us remember that you are the light  
You are the hope  
You are the courage we need.*

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*Lord God, help us find comfort in our sadness,  
Certainty in our doubt  
And the courage to live.  
Make our faith strong*

*Through Christ our Lord,  
Amen*

*\*\*\*\*\**

*Circle us Lord  
Keep hope within;  
Keep fear without.*

*Circle us Lord,  
Keep peace within,  
Keep darkness out.*

*Circle us Lord,  
Keep calm within  
Keep turmoil out.*

*Circle us Lord,  
Keep love within  
Keep anger away.*

“WHEN SOMEBODY DIES”

MEMORIAL AND FUNERAL SERVICES

Funerals and memorial services are a way in which the family, friends and society can say goodbye to someone who has died.

The values of funerals and memorial services are:

- They acknowledge the deceased person and provide an opportunity for the person to be remembered,
- They give the opportunity for the death to be put in a religious context, if that is appropriate for the family and/or for the school community
  - They give significance to what has happened,
- They provide a time when the bereaved try to come to terms with what has happened,
- They provide a time to express sorrow. Such an occasion helps in the grieving process and should be encouraged at every opportunity.

If the funeral is that of a parent, then the school may wish to send a representative or representatives in support of the pupil who has lost a parent. Should the school wish to send children then please check with the family of the bereaved and ensure permission has also been given from the parents of those attending.

If the funeral is that of a pupil or member of staff then the numbers of pupils and teachers wishing to attend may be considerable. Again, please check with the family of the bereaved and with the parents of those attending.

The following should always be considered:

- An appropriate member of the school Bereavement Team should always contact the family of the deceased to discuss funeral arrangements and to ascertain the family’s wishes regarding representation from the school.
  - Such wishes are paramount and should always be respected.
- If the school is to be represented at the funeral by pupils, it would be good if the pupils received support from members of the appropriate members of staff before and after the funeral service.
- Under certain circumstances a form/class close to the bereaved may wish to send messages of sympathy to the bereaved family. These messages may be in the form of poems, cards, flowers etc. The appropriate staff should ensure that all such presents are appropriate.

Often a memorial service may be held in school. This could be a whole school assembly or within a class situation. The planning of such an occasion, choosing readings, poems, music, hymns, pictures, tributes etc. all assist in the grieving process. It might be appropriate to invite members of the bereaved family to share in such a service. Again, on such an occasion, staff members should be on hand to lend support to the pupils who could be upset when sharing in this part of the grieving process.

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For further guidance and for specific examples of memorial services please see 'Attitudes to Death'; the case studies provided and the list of books and websites.