



## **Ysgol Cefn Mawr Bereavement Response Policy**

*Learning Enjoying Achieving*

If school are affected by the death of a pupil, staff member, or someone within the school community, we will endeavour to respond in a way which enables our students and staff to understand the situation, and their feelings, as best we can.

Our policy is to provide honest and factual information to students and staff appropriately and sensitively.

Whilst each situation will differ, we will aim to follow the guidelines and recommendations within the 'Bereavement Guidelines For Schools' booklet, provided by the children's bereavement support charity Nightingale House Hospice.

We will seek further guidance and support from Nightingale House Hospice, the Local Education Authority, CAMHS and other organisations as required. We may call upon external agencies to provide immediate support to students.

Wherever possible, we will make contact with the bereaved family/families to offer condolences and discuss the schools response. The wishes of the family will be respected and taken into consideration within our response to the situation.

With any death we will aim to confirm the facts, from a reliable source, prior to giving the information to students. Wherever possible, and appropriate, we will give the students factual information about the death to avoid rumour and speculation. We will give careful consideration to those with special education and complex needs when giving bad news and ensure additional support is available to them.

We will provide pastoral care to affected students and staff and where appropriate, provide a safe place for them to come for timeout, comfort and reflection. We will ensure that on-going consideration is given to those affected.

In the case of death by suspected suicide or where there has been traumatic circumstances we will follow additional guidance as we recognise that the response will need to be coordinated together with Police and Social Care.

We will notify the Local Education Authority of the death of a student.

We will respond to any media enquiries about the death through our designated spokesperson and/or press officer at county hall.



Nightingale House Hospice  
Hospis Tŷ'r Eos



# **BEREAVEMENT GUIDELINES FOR SCHOOLS**

## **FOREWORD:**

Bereavement is something that we all experience, but we all respond in very different ways to the loss of a close relative or friend. It is often difficult for adults to recognise and express their own emotions in association with loss. It is even more difficult for children with their limited means of communication and understanding to reveal the way that a loss or separation is affecting them. They often respond with different behaviours rather than verbal expressions. Bereavement care for children and young people is an essential service for the Local Authority to provide.

We are very fortunate in Wrexham that we have a specialised team with experience and commitment to support young people cope with their loss.

We all have a responsibility to try to ensure that young people are treated with compassion and respect at this difficult time in their lives. We must not assume that just because they do not verbally express their feelings that they do not have feelings. If issues stemming from a bereavement are not dealt with effectively this can lead to future illness, emotional stress and behavioural difficulties.

It is hoped that this document will further help staff recognise and then assist children to come to terms with, and be able to express their own grief.

Signed: \_\_\_\_\_

John Davies  
Chief Learning and Achievement Officer  
Wrexham County Borough Council  
☎ 01978 298710 (work)  
☎ 07753 711707 (mobile)

*June 2010*

## **How to use the Bereavement Guidelines for Schools**

This is the latest and third edition of the Bereavement Guidelines for Schools. You should keep this document to hand; it will help you to manage a bereavement situation in your school.

This document has been written and revised by Head teachers who have dealt with complex bereavement issues in their schools and professionals from Release, ESW Service and the Educational Psychology Service.

The guidelines are designed to help you through the tasks that you will need to consider following bereavement. Sometimes there can be more than one school involved after a major bereavement and liaison with the other schools may be necessary.

Head teachers and teachers who have dealt with sudden deaths within their schools advise you not to be afraid of your own emotions and to remember to keep the bereaved family involved and be guided by them.

Your school could request whole school training regarding bereavement; this would help your school to build resilience and confidence in this difficult area. Media intrusion may occur, use your Press Office for help.

The following contact list will assist you. You can telephone the local numbers and experienced professionals will come to your school to support you. The winstonswish website is excellent and has many sections to help teachers and schools with practical advice on offer.

The guidelines give you two simple flow charts to follow with a tick list for the tasks completed. Every bereavement situation in a school will be complex, use your local contacts as much as you need to, they are there to help you.

### **Local Contacts**

#### **ESW Team Manager**

**☎ 01978 295571**

#### **Release, bereavement support for children and young people Nightingale House Hospice**

**☎ 01978 316800**

#### **Educational Psychology Service**

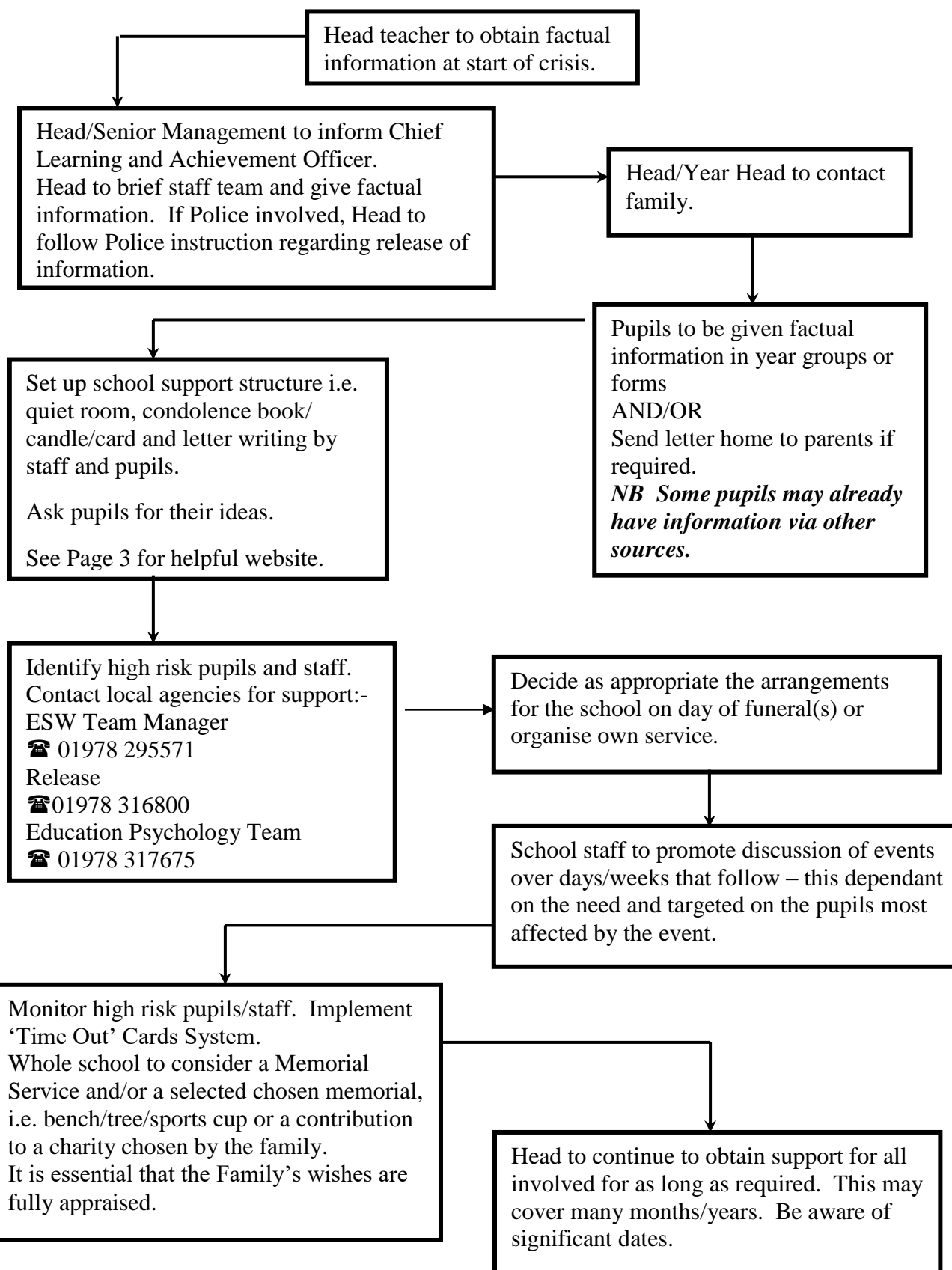
**☎ 01978 317675**

#### **Press Office**

**☎ 01978 292289**

**[winstonswish.org.uk](http://winstonswish.org.uk)**

## COPING WITH SUDDEN DEATH OF PUPIL(S)/STAFF MEMBER



## COPING WITH SUDDEN DEATH OF PUPIL(S) STAFF MEMBER

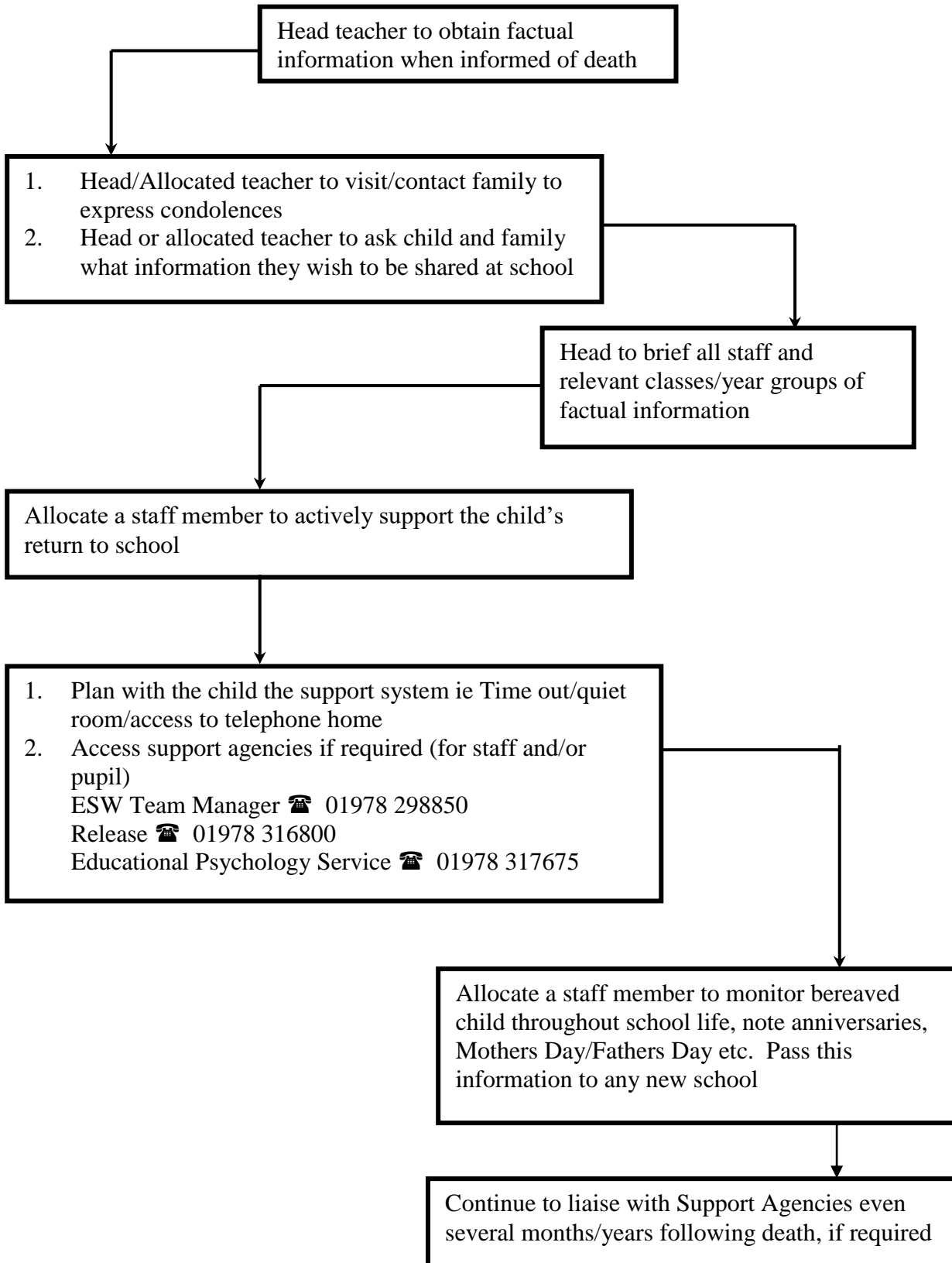
1. Head teacher to obtain factual information at start of crisis  
.....
  
2. Head/Senior Management inform Chief Learning and Achievement Officer, follow Police instruction if involved  
.....
  
3. Head to brief staff team and give factual information  
.....
  
4. Head/Year Head (or another member of staff close to family) to contact family  
.....
  
5. Pupils to be given factual information in year groups or forms  
.....
  
6. Send letter home to parents (if required)  
.....
  
7. Set up school support structure i.e. quiet room, condolence book/candle/card and letter writing by staff and pupils. Ask pupils for their ideas  
.....
  
8. Identify high risk pupils and staff. Contact local agencies for support if required:-  
ESW Team Manager ☎ 01978 298850, Release ☎ 01978 316800 or Educational Psychology Service ☎ 01978 317675  
.....
  
9. Decide as appropriate the arrangements for the school on day of funeral(s) or organise own service (**consult family/staff**)  
.....

TICK ACTION WHEN COMPLETED

10. School staff to promote discussion of events over days/weeks that follow. Monitor high risk pupils/staff. Consider memorial service/chosen memorial/anniversaries. Support may be required over a long period of time



**SUPPORTING A BEREAVED PUPIL IN SCHOOL**



## SUPPORTING A BEREAVED PUPIL IN SCHOOL

1. Head teacher to obtain factual information when informed of death  
.....
2. Head/Allocated teacher to visit/contact family to express condolences  
.....
3. Head or allocated teacher to ask child and family what information they wish to be shared at school  
.....
4. Head to brief all staff and relevant classes/year groups of factual information  
.....
5. Allocate a staff member to actively support the child's return to school  
.....
6. Plan with the child the support system i.e. time out/quiet room/access to telephone home  
.....
7. Access support agencies if required (for staff and/or pupils):  
ESW Team Manager ☎ 01978 295571  
Release ☎ 01978 316800  
Educational Psychology Service ☎ 01978 317675  
.....
8. Allocate a staff member to monitor bereaved child throughout school life, note  
anniversaries, Mothers Day/Fathers Day etc.  
Pass this information to any new school  
.....
9. Continue to liaise with Support Agencies even several months/years following death if required  
.....

TICK ACTION WHEN COMPLETED



This policy and guidelines was reviewed by Sarah Ellis, and adopted by the Wellbeing Safeguarding Committee on 25 May 2023.

Signed: \_\_\_\_\_ Headteacher

Signed: \_\_\_\_\_ Chair of Wellbeing  
Safeguarding Committee

Review date: May 2025