



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 298850

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

☎ 01978 316800

Educational Psychology Service

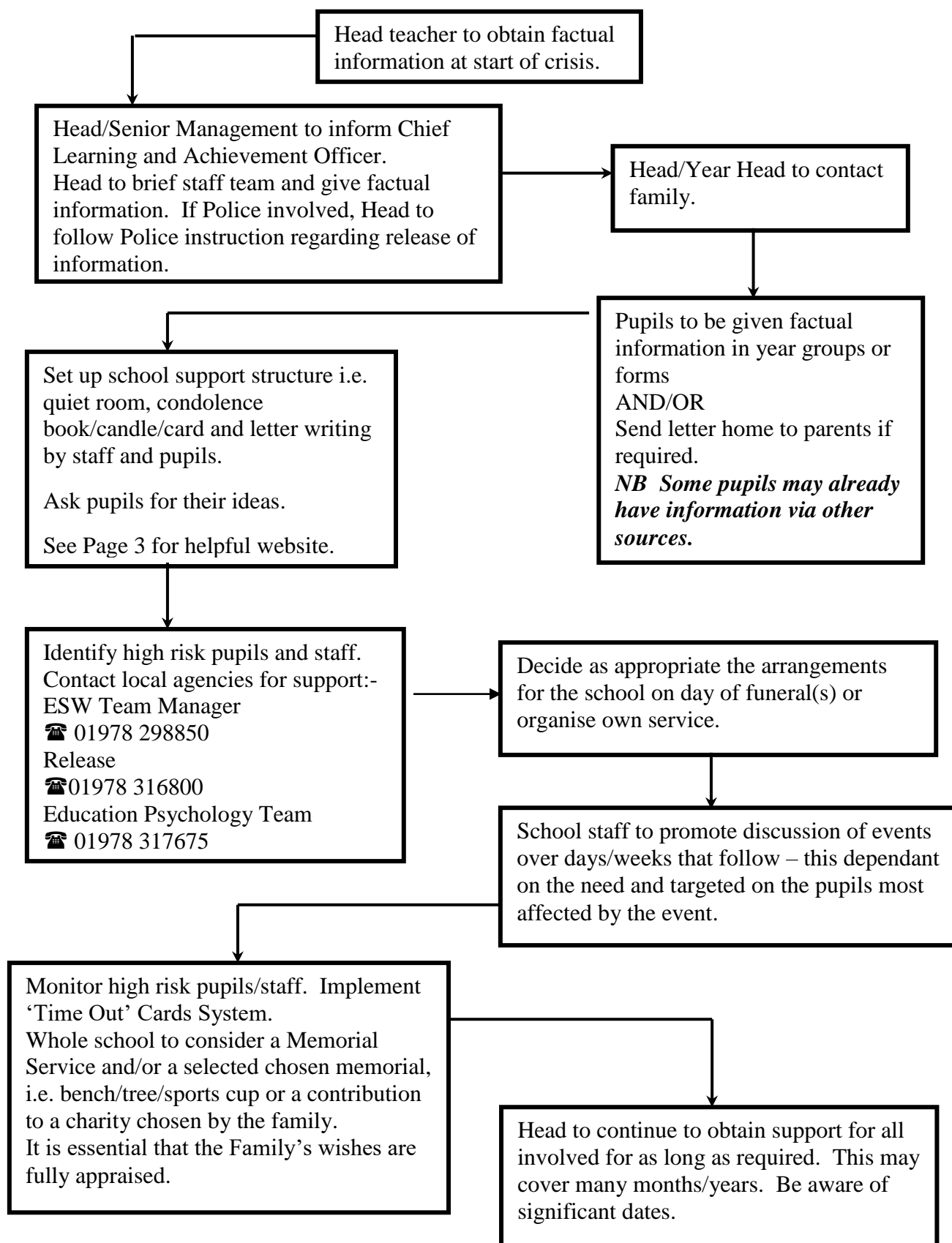
☎ 01978 317675

Press Office

☎ 01978 292289

winstonswish.org.uk

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

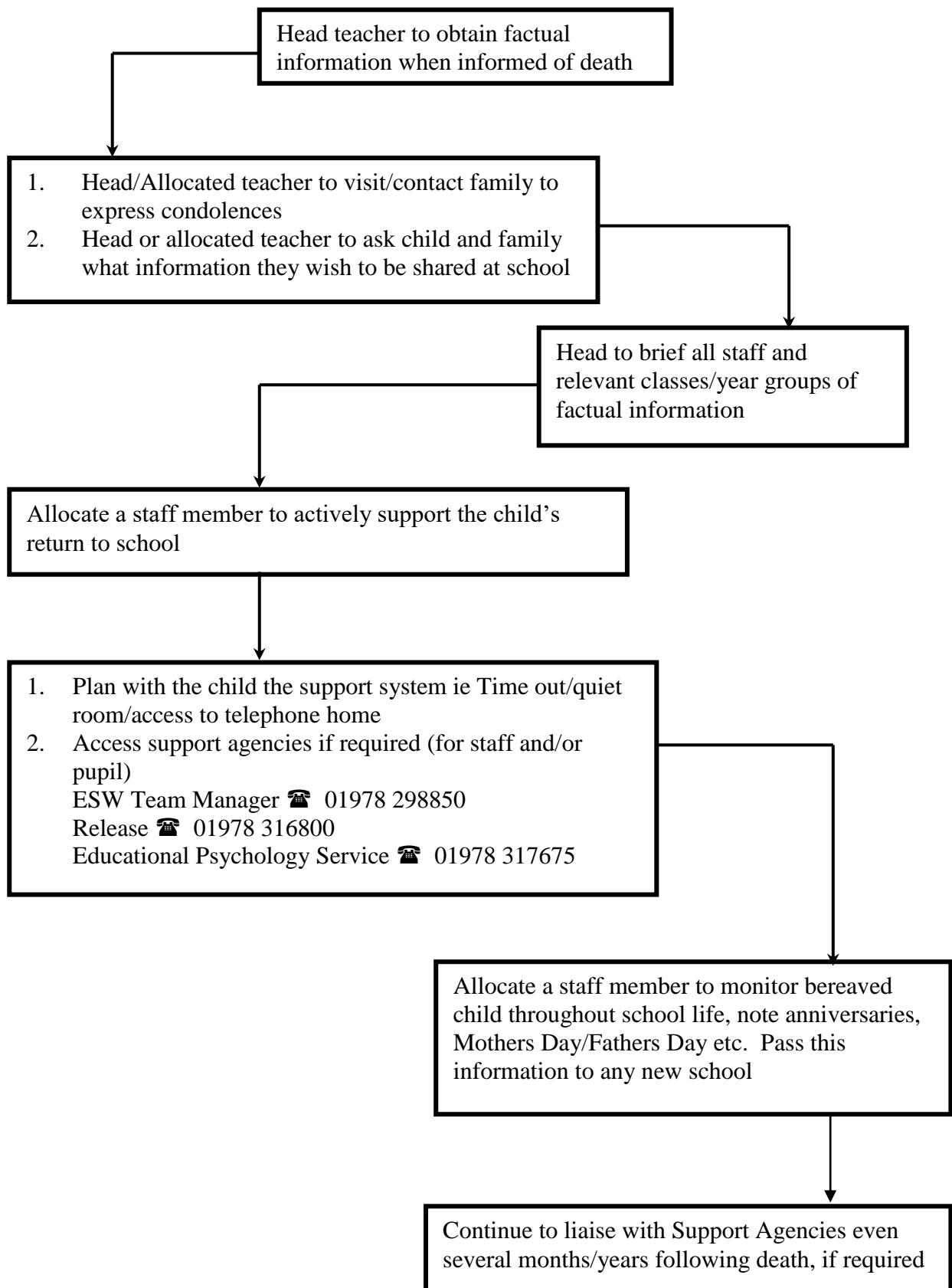


COPING WITH SUDDEN DEATH OF PUPIL(S) STAFF MEMBER

- 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**)
.....
- 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
.....

TICK ACTION WHEN COMPLETED

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 298850
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