



## **Copnor Primary School – B6.** **Bereavement Policy**

### **Rationale**

We have to accept that the situation may arise where a pupil; the parent/carer of a pupil; a governor; or a member of staff may die. This person may be currently connected to the school or have had connections in the past. The circumstances may be expected or unforeseen. This is always a very difficult and emotional time for family, friends and colleagues.

### **Aims**

This guidance seeks to enable the administrative side of the process to be completed with the minimum of upset for all concerned (especially the pupils), whilst allowing the school to pay its respects.

*Please note that any such cases are very individual, and whilst the procedures outlined below will be followed it may prove helpful to adjust the roles of particular people undertaking these tasks, depending on the relationships that exist between the school and the bereaved person's family*

### **Roles and Procedures in the case of a pupil, parent/carer, governor or past member of staff**

#### **A. Headteacher**

- The Welfare Officer will inform the Headteacher of any pupil/family bereavements so he can send a card/letter of condolence to the family on behalf of the school.
- Will address the death in an assembly if the deceased is a pupil, or is a governor or past member of staff that is well-known to the current pupils. The aim will be to acknowledge the death in as positive and comforting a way as possible. The focus will be to take a short time to celebrate the deceased person's life rather than mourn their death.
- Will contact the Education Psychology Service on 023 9268 8781 to seek assistance for pupils if it is deemed necessary
- Will advise staff that the Employees Assistance Programme and teacher support line are available should they wish to contact them. All employees have access to trained counsellors at no charge. These services are independent and completely confidential. These are 24 hour, 7 days a week confidential telephone helplines. Face to face counselling can also be arranged.

The Employees Assistance Programme number is 0800 1116 387.

The Teacher Support Line number is 08000 562 561 or [www.teachersupport.info](http://www.teachersupport.info).

- Will advise staff that they can also contact their unions/professional associations for support.

#### **B. Class Teacher and Teaching Assistants**

- If the deceased had a particularly close relationship with a class (i.e. it could be a child from that class) then the teacher will also allow time for the children to share their feelings within class. The teacher may well want to either use the help of the Educational Psychology Service alongside them in class or at least consult their advice beforehand. They may also want to use the Headteacher and Deputy Headteacher alongside them in class.
- Will allow individual children the space to grieve and do their best to provide comfort should individuals need this.

## **Roles and Procedures in the case of a current member of staff**

### **A. Headteacher**

The Headteacher will follow the guidance in the preceding section. In addition to this he/she:

- Will provide the following information to the CFL Human Resources Team:
  - The name and designation of the member of staff
  - The date and nature of death of the member of staff
  - The name and address of the next of kin.
  - This information may be provided initially by telephone, then confirmed by e-mail.

### **B. Class Teacher, Teaching Assistants and Headteacher/ Deputy Headteacher**

- If the deceased had a particularly close relationship with a class then the teacher will also allow time for the children to share their feelings within class. The teacher may well want to either use the help of the Educational Psychology Service alongside them in class or at least consult their advice beforehand. They may also want to use the Headteacher and Head of School alongside them in class.
- Will allow individual children the space to grieve and do their best to provide comfort should individuals need this.

### **C. The CFL Human Resources Team**

- Will inform the relevant sections in the City Council and pensions agencies.
  - In respect of teachers, a Teachers' Pensions 'Bereavement Pack' will be sent to the next of kin as soon as possible.
  - Information in respect of entitlement for death benefits is contained in the Teachers' Pensions 'Your Guide' and the Local Government Pension Scheme 'Your Pension' booklets.

### **D. The Strategic Director of Children, Families and Learning**

- Will send a letter of condolence to the next of kin of the member of staff.

## **Procedures for allowing time off to attend the funeral**

We believe it is important that the school pays its respects to the deceased and to their family. Time off for attendance may be requested by members of the school team and the headteacher will try to negotiate that the school is represented whilst minimising the disruption to the education of the children at the school. Normally, representatives from the school would attend the funeral to pay the respects of all the colleagues. In exceptional circumstances, permission for anything outside of this will be in consultation with the Strategic Director, Children, Families and Learning, prior to any agreement in the school.

Policy updated:       Sept 2017  
Review Date:         Sept 2018