St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

Long Melford CE Primary School

Bereavement Policy

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Approved by the Committee/Governing body	*LGB – Long Melford CE Primary School*
Signature of Chair of Governors	*Cheryl Morgan*
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Bereavement Policy

School Background:
Long Melford Church of England Primary School is an inclusive school, welcoming all children from the whole community to a caring and happy environment where they can achieve to the very best of their abilities. We believe that all children are unique and we encourage them to develop their strengths and creativity as individuals. We emphasise the development of the whole-learner physically, intellectually, emotionally and ethically.

Rationale:

The following statistics are provided by http://www.childbereavementuk.org/

- A parent of children under 18 dies every 22 minutes in the UK; around 23,600 a year. This equates to around 111 children being bereaved of a parent every day.
- 1 in 29 schoolchildren has been bereaved of a parent or sibling - that's a child in every class
- Each year over 2000 children and young people die between the ages of 1 and 19 as a result of illness or accident – that is around 6 children per day
- Every year nearly 4000 babies are stillborn and another 2500 die within 4 weeks of birth. That equates to 1 baby in 100 dying before, at, or soon after birth – that is 17 babies each day
- A further 1200 babies die before reaching their first birthday
- 1 in 5 pregnancies ends in miscarriage
- Each year, around 6000 families are bereaved by suicide

Objectives
The core intentions of the policy are:

- To support pupils and/or staff before (where applicable), during, and after bereavement
- To enhance effective communication and clarify the pathway of support between school, family and community.
- To identify key staff within school and LA, and clarify the pathway of support.
- The Children Act 1989 aimed to ensure that the welfare of the child was paramount, working in partnership with parents to protect the child from harm
- All intentions of this policy endorse that aim as we endeavour to counter any adverse effects of bereavement and maintain pupils' emotional well-being.

The role of the governing body

- To approve policy and ensure its implementation, to be reviewed in 3 years.

The role of the head teacher

- To monitor progress and liaise with external agencies.
- To respond to media enquiries.
- To be first point of contact for family/child concerned.
- To keep the governing body fully informed.

Head teacher:

The role of the LA

- To advise and support staff. Consult on referral pathways and identification of complex grief.

The role of pastoral staff

- (including i.e. spiritual advisors, school counsellors, mentors)
- To have bereavement support training and cascade learning to other staff.

Procedures:

1. Contact with the deceased's family should be established by the Head teacher and their wishes respected in communicating with others. Factual information is essential to avoid rumour and confusion, whilst being sensitive to cultural and religious considerations.

2. Staff should be informed before pupils and be prepared (through prior training) to share information in age-appropriate ways, as agreed for each individual circumstance.

3. Pupils who are affected should be informed, preferably in small groups, by someone known to them.

4. A letter to all school families affected should be composed at the earliest opportunity and a decision made as to whom, and how, it should be distributed.

5. The school should be aware that the school timetable may need a degree of flexibility to accommodate the needs and wellbeing of children affected by the situation. However, minimal disruption to the timetable also offers a sense of security and familiarity.

6. Staff affected by the death will be offered ongoing support as appropriate.

7. In consultation with the bereaved family, arrangements for funeral attendance may be clarified, with the consideration of full or partial school closure in some circumstances.

8. Where necessary a press statement should be prepared by the Head Teacher

9. School should be aware that the impact of bereavement follows a child throughout their school life so information should be recorded and shared with relevant people, particularly at transition points.

Suggested templates for letter to parents

Before sending a letter home to parents about the death of a pupil, permission must be gained from the child's parents.

The contents of the letter and the distribution list must be agreed by the parents and school

Sample letter on death of a pupil:

Dear Parents
Your child's class teacher had the sad task of informing the children of the death of <Name>, a pupil in <Year>.
<Name> died from an illness called cancer. As you may be aware, many children who have cancer get better but sadly <Name> had been ill for a long time and died peacefully at home yesterday.
He/She was a very popular member of the class and will be missed by everyone who knew him/her.
When someone dies it is normal for their friends and family to experience lots of different feelings like sadness, anger and confusion. The children have been told that their teachers are willing to try to answer their questions at school but if there is anything more that you or your child needs to know, please do not hesitate to ring the school office and we would be more than happy to help you.
We will be arranging a memorial service in the school in the next few months as a means of celebrating <Name..'s> life.
Yours sincerely
<Name> Head Teacher

Sample letter on death of a staff member:

Dear parents

I am sorry to have to tell you that a much-loved member of our staff [name] has died. The children were told today and many will have been quite distressed at the news. No-one wants to see children sad, but we are very aware that factual information and emotional support are the best means of helping children deal with bereavement. I am sure there will be many parents who are also saddened by the news. Children respond in different ways so may dip in and out of sadness, and questions, whilst alternately playing or participating in their usual activities. This is normal and healthy.

You may find your child has questions to ask which we will answer in an age-appropriate way in school, but if you feel you would like more support and advice yourself, please do not hesitate to contact the school office. You may also find some very useful advice and resources online at www.childbereavement.org.uk

We will share details of the funeral as soon as they are known. Children who wish to attend will be welcome to do so, though it will not be compulsory. It is likely that school will be closed on the morning or afternoon of the funeral as staff will, of course, wish to pay their respects to a very popular colleague.

I am sorry to be the bearer of sad news, but I appreciate an occurrence like this impacts the whole school community. I am so grateful for the thriving partnership we have with parents and trust that we, together, will be able to guide and support the children through what may be, for many, a very new experience in their lives.

Yours.....