



# Bereavement Policy

Audience:	All employees
Approved:	Trust Board – (date)
Other related policies:	Other Leave Policy
Policy owner:	Director or HR
Policy model:	Compliance
Review:	Two years / Mar 2022
Version number:	1.0 Mar 2020

# REAch2 Bereavement Policy



At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:

Integrity	We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
Responsibility	We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
Inclusion	We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
Enjoyment	Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
Inspiration	Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
Learning	Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
Leadership	REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

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## **1. POLICY OVERVIEW**

### **1.1 Overarching principles**

At REAch2 Academy Trust, we understand that bereavement is faced by members of our Trust and schools' communities at different times, whether this is the death of a family member, a friend or a member of the school community. We understand the importance of providing support to pupils, staff, governors and the wider school and Trust community during and after bereavement.

In this policy, all mentions of 'the family' refer to the family of the deceased individual. Family covers all carers of the child within their family unit. The wishes of the family will always be considered when carrying out any of the actions outlined in this policy. If the family objects to any of the procedures, the school will work to ensure reasonable adjustments are made. If there are any disputes between the family on their wishes, the person(s) with parental responsibility for the child will make the decisions.

### **1.2 Intended impact**

The aim of the policy is to provide a framework whereby the necessary support is provided and outlines how the Trust will respond to these sensitive situations.

### **1.3 Roles and responsibilities**

#### **Employee's responsibilities**

- Undertaking any bereavement support training arranged by the line manager.
- Seeking support from the Trust as appropriate.
- Supporting their colleagues and pupils following a death, as appropriate.

#### **Line manager's responsibilities**

- The overall implementation of this policy.
- Liaising with external agencies, as appropriate (e.g. NHS, social workers, police).
- 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 or Trust 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.

#### **The media spokesperson's responsibilities**

- 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. Also consider if there should be liaison with police (e.g. in the event of murder/suicide)

## **1.4 How this applies to national guidance and requirements**

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

## **2. POLICY PRINCIPLES IN DETAIL**

This policy applies in the following circumstances:

- The death of a pupil
- The death of a pupil's parent
- The death of an employee's family member
- The death of an employee

## **3. THE INITIAL RESPONSE**

- 3.1 If the family or member of staff contacts a REAch2 school to inform them of a death, the member of staff that answers the phone will transfer the call to the headteacher or the most senior member of staff available.
- 3.2 If the school is made aware of the death through a source other than the family, the headteacher will contact the family either by phone or through a home visit.
- 3.3 If the death relates to a member of the Central Team, the line manager will contact the family.
- 3.4 The line manager will gather factual information about what has happened and establish the family's wishes with regards to what information will be communicated to the school / Trust community and how.
- 3.5 If a death affects an entire school, e.g. the death of a pupil or member of school staff, the headteacher will inform the family that staff and pupils will be informed as soon as possible.
- 3.6 If the death affects an individual member of staff, e.g. the death of a relative, the line manager will ask the member of staff if they would like this to be communicated to any of their colleagues. If it is decided that the death will be communicated, the line manager will discuss with the staff member what information will be communicated and how they would like it to be delivered.
- 3.7 If a death affects an individual pupil, e.g. the death of a parent, the headteacher of the school will ask the family if they would like this to be communicated to the school community. If it is decided that the death will be communicated, the headteacher will

- discuss with the family, and the pupil if possible, what information will be communicated and how the family would like it to be delivered.
- 3.8 If the death of a pupil's family member occurs while the pupil is at school, a member of the pupil's family will be asked to come to the school to inform the pupil of what has happened and to take them home. If this is not possible, arrangements will be made for a member of staff to take the pupil home.
  - 3.9 The headteacher / line manager will contact any other agencies as required, e.g. the police and the Local Authority for Educational Psychologist support.
  - 3.10 The headteacher will decide if any temporary variation needs to be made to the school timetable, e.g. rearranging or cancelling certain lessons.
  - 3.11 In the event of the death of a headteacher, the Deputy Director of Education will be responsible for the duties outlined above.

#### **4. INFORMING OTHERS**

##### **Informing staff**

- 4.1 In a school setting, staff and governors will be informed of the death before pupils.
- 4.2 All staff will be invited to a meeting by the headteacher as soon as practicable. For the Central Team, the line manager will notify the other team members in an appropriate manner, for example in a team meeting or individually. Be aware that some staff may have been particularly close to the deceased pupil/staff member
- 4.3 Absent staff, including part-time and peripatetic school staff where applicable, will be identified so they can be informed as soon as possible. If it is not possible for absent staff to be told in person, a phone call will be arranged. Consider contacting staff to whom the deceased may have been close to but who have left the school.
- 4.4 Any information provided to staff during the meeting will have prior approval from the family.
- 4.5 During the meeting, the line manager will:
  - Explain what happened leading up to the death.
  - Give a factual explanation of how the death occurred.
  - Allow time for staff to discuss what has happened and how they feel.
  - Utilise the External Communications Advisor as media spokesperson who will be responsible for liaising with the media as required.
  - Identify what internal and external support is available to staff and schools governors / Trustees.
  - For schools, discuss the arrangements for informing pupils, including whether all pupils will be told and who will be responsible for informing them.
- 4.6 School staff members who will be responsible for informing pupils about the death will be provided with a script which sets out what pupils should be told and includes information on how to answer some difficult questions.
- 4.7 The headteacher will create the script, with input from the family.

##### **Informing governors (schools)**

- 4.8 Governors will be informed of the death before pupils.
- 4.9 The headteacher will inform the governors by arranging an exceptional Local Governing Body meeting.
- 4.10 Any information provided to staff during the meeting will have prior approval from the family.

### **Informing pupils**

- 4.11 The headteacher will have a discussion with the family about whether all pupils need to be informed about the death.
- 4.12 If the death affects the whole school, e.g. the death of a staff member or pupil, the headteacher will strongly recommend to the family that all pupils should be informed; however, if the death does not affect the whole school, it may be more appropriate to just inform certain groups of pupils. Consider carefully which groups of children will or will not be told e.g. it may not be relevant/appropriate to tell nursery or reception children
- 4.13 The headteacher will make the final decision regarding which pupils will be informed.
- 4.14 Where possible, pupils will be informed about the death in small groups by a member of staff that is familiar to them at the same time.
- 4.15 Resources e.g. assemblies and recommended reading are available.
- 4.16 Pupils with specific needs that may influence their response to being informed about the death will be identified and told separately. These needs include the following:
  - Pupils
  - Pupils that had a long-term and/or close relationship with the individual who has died
  - Pupils with a history of loss
  - Pupils with SEND
  - Pupils who have difficulty managing their emotions or behaviour
- 4.17 Staff responsible for informing pupils will use the script provided to them.
- 4.18 To ensure all pupils are told about the death in an age-appropriate way, a number of scripts may be created and distributed to staff with clear instructions of which script to use for which year group.
- 4.19 Pupils will be given time to ask questions about what has happened and to talk about how they are feeling.
- 4.20 Any questions that are asked by pupils will be answered factually.
- 4.21 Pupils will be told where they can go to in school for support and will also be directed to any external support.

### **Informing pupils in a large group**

- 4.22 If it is not possible to inform pupils about a death in small groups, the headteacher, in communication with the family, will decide if it would be appropriate to inform pupils in a large group, e.g. during an assembly.
- 4.23 Where an individual pupil has been bereaved, they will be asked if they want to attend the assembly and, if they do not want to be involved, appropriate support will be arranged for the pupil during and after the assembly.
- 4.24 The headteacher will tell the family and, where relevant, the bereaved pupil exactly what they will say and to whom.
- 4.25 The headteacher, with support from relevant staff, will deliver the information to pupils.
- 4.26 After pupils have been informed, they will go to their classrooms and be given time to express any thoughts or feelings about what they have been told.

### **Informing parents (schools)**

- 4.27 The headteacher will have a discussion with the family about whether any parents need to be informed about the death.
- 4.28 If the death affects the whole school, e.g. the death of a staff member or pupil, the headteacher will strongly recommend to the family that all parents should be informed; however, if the death does not affect the whole school, it may be more appropriate to just inform parents that are directly affected, if any.
- 4.29 A nominated member of staff will compose a letter to parents about the death. The letter will contain the basic, factual information about the death, information about how the school is supporting pupils, how they can support their children, and who to direct questions or concerns to.

### **Informing the Department for Education (DfE)**

- 4.30 Please email [CSCcovid.NOTIFICATIONS@education.gov.uk](mailto:CSCcovid.NOTIFICATIONS@education.gov.uk) with the following details about the person who has died:
  - name
  - job role
  - employer
  - local authorities which they worked in, if applicable
  - date of death
  - if coronavirus (COVID-19) was confirmed or suspected
- 4.31 Please provide as much information as you can. Employers are encouraged to tell the family, friends or colleagues of the person who has died that they're submitting this information.
- 4.32 There's no legal duty on employers and providers to submit this information to the Department for Education (DfE). However, this information will help us to ensure we can take the appropriate steps.

## **5. DEATH IN SERVICE (EMPLOYEE)**

- 5.1 The death of an employee can be a traumatic experience for those who are left to deal with the loss of a colleague. The information below provides guidance to assist employees who are faced with the difficult situation of a colleague dying. It outlines the steps that the Trust and its employees should take following the death of a colleague.
- 5.2 Making final salary payments:
  - The payroll provider will determine whether or not the deceased is due any outstanding wages. This includes basic salary and any other remuneration accrued and owed to the deceased. The deceased's estate will also be entitled to be paid in respect of accrued holiday that was untaken at the time of death.
  - The payroll provider will calculate the deceased's final salary payment and pay it to their personal representative. HR (Central Team) / School Business Manager (SBM) (schools) should obtain proof that the individual (normally the executor of any will) is the deceased's personal representative. It should obtain a receipt on behalf of the estate. The payroll provider will complete a P45 form, indicating that the employee has died.

- HR / SBM should consider whether or not to deduct any sums owed to the Trust by the deceased, such as loan repayments, from the final salary payment.
  - HR / SBM should ensure that any letters enclosing payslips or forms that are sent to the deceased's family/next of kin are not addressed to the deceased.
- 5.3 A surviving spouse/civil partner or other dependants of the deceased may be entitled to receive a payment under a survivor's pension, if the deceased was a member of a pension scheme. The next of kin/appointed family member should be contacted to establish pension benefits and to also establish if there is a will.
- 5.4 If the staff member was in a pension scheme, a death certificate will be required. The next of kin should be contacted to request the death certificate. The School Business Manager will contact the pension fund and follow the guidance provided. If the staff member was not in a pension scheme then a death certificate is not required.

#### **5.5. Other practical issues following the death of an employee**

- 5.5.1 The line manager should ask the deceased's family/next of kin whether they wish to pack up their belongings or would prefer a close work colleague to do so instead (see checklist).
- 5.5.2 It is also important to consider the cause of death when obtaining the equipment especially if the individual passed away due to a viral infection. In this scenario the school / Trust would need assess the risk appropriately.
- 5.5.3 It is important to ensure at the appropriate time (especially where remote equipment has been used frequently) that the deceased member of staff's IT account is suspended and emails are delegated as appropriate. This is not only to protect the security of the school and Trust systems, but also to help manage ongoing communications within the school and also externally. Contact REAch2 central ICT for support.
- 5.5.4 For any death related to an incident which has the potential to give rise to a claim against the Trust, the appropriate insurance company should be notified.

#### **6. FUNERALS**

- 6.1 If appropriate, the line manager will discuss with the family whether any staff, governors or pupils are able to attend the funeral.
- 6.2 With the family's approval, the line manager will arrange for the Trust to be represented at the funeral and identify which staff (and pupils if applicable) may want to attend.
- 6.3 The headteacher and chair of governors will decide if it is necessary for a school to be fully or partially closed.
- 6.4 Transportation to and from the funeral will be arranged for staff (and pupils), as appropriate.
- 6.5 Necessary cover arrangements will be made for staff attending the funeral.

#### **7. THE MEDIA AND SOCIAL MEDIA**

- 7.1 Any communication with the media or social media activity will be agreed with the family.
- 7.2 Only the appointed media spokesperson will deal with media enquiries and communications. Staff, governors and pupils will not respond to any media enquiries themselves or make any public statements about the death.

- 7.3 In the event that staff are approached directly regarding the death, they should give the following statement: "I am deeply saddened by the news. Please contact the school or the Trust directly".
- 7.4 Staff, governors and pupils will not post any information about the death on social media. The media spokesperson will investigate any post made regarding the death and will refer any concerns to the headteacher.
- 7.5 If information about the death is circulated on social media prior to the Trust / school making an official statement, the line manager / headteacher and media spokesperson will release a statement on the Trust's / school's social media channels, with the agreement of the family, to prevent rumours from spreading.
- 7.6 Comments and other activity on Trust / school-posted social media statements will be monitored and moderated by the media spokesperson.
- 7.7 If staff, governors or pupils find any false, negative or malicious information being posted about the death on social media, they will report this to the headteacher / line manager.
- 7.8 If a member of staff is found to have been posting content on social media or providing information to the media that is false, negative or malicious, action will be taken in line with REAch2's Disciplinary Policy and Procedure.
- 7.9 If a pupil is found to have been posting content on social media or providing information to the media that is false, negative or malicious, action will be taken in line with the school's behaviour policy.

## **8. SUPPORT**

### **Support for the family**

- 8.1 The headteacher/ line manager will be the main point of contact between the Trust / school and the family, or will appoint another member of staff to this role where necessary.
- 8.2 The headteacher will invite the family into the school to discuss how the school can best support them. A home visit can be undertaken if the family prefer this option in line with the home visiting policy.
- 8.3 The family's wishes and feelings will always be considered and respected when making decisions and conducting activities relating to the death.
- 8.4 Any support that is put in place will be decided on a case-by-case basis, depending on the family's needs and wishes. Support could include the following:
  - Sending a letter of condolence
  - Giving the family the opportunity to collect any personal belongings of the person who has died
  - Inviting the family to commemorative events held by the school / Trust
  - Providing the family with the Support Options for Family Members document.

### **Support for staff**

- 8.5 Staff directly affected by the death, e.g. if they are a relative or close friend of the individual that has died, will be identified and the appropriate support will be put in place.
- 8.6 The level of support will be decided on a case-by-case basis by the line manager / headteacher, and may include the following:
  - Ensuring the staff member is not left on their own

- Arranging for lessons or other duties to be covered (schools)
  - Arranging for work to be covered (Central Team)
  - Organising bereavement leave.
- 8.7 A designated room, which may be the staffroom, will be made available to staff where they can go during break and lunchtimes to meet with other staff and share their thoughts and feelings.
- 8.8 Staff will be vigilant to the signs that indicate their colleagues have been affected by bereavement and will offer them support or speak to the line manager.
- 8.9 An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with either their line manager / headteacher or, for members of the Central Team, the Human Resources Department, to ensure that any reasonable adjustments that may be necessary are discussed and put in place. In addition, to ensure that the employee is supported in their return to the full range of duties and responsibilities that they had prior to the bereavement or their duties and responsibilities are adjusted (as necessary) with the prior agreement of line manager/headteacher.
- 8.10 The Trust recognises that the majority of people do not require counselling to cope effectively with their grief. However, for employees wishing to avail themselves of professional help in coming to terms with a significant loss, they should contact the support helplines (details available on the intranet, or via the School Business Manager).

#### **Support for pupils that have experienced a significant bereavement, e.g. of a family member**

- 8.11 A member of staff who is familiar with the pupil will be appointed to act as their main point of contact – the pupil will be made aware of who the staff member is.
- 8.12 The headteacher or an appropriate member of staff will contact the pupil's family to discuss whether the pupil will be attending school.
- 8.13 Any support put in place for a pupil will be pupil-led, based on their needs and wishes.
- 8.14 When deciding what support will be put in place for a pupil, the impact the death will have on the pupil will always be considered in the context of pre-existing factors. The following contextual factors will be considered:
- The circumstances surrounding the death, e.g. was it under traumatic circumstances, was the death expected, or did multiple people die?
  - The relationship between the pupil and the person who has died.
  - The ability of the pupil's family to support them following the death, e.g. if a pupil's parent has died, how able is the surviving parent to support the pupil?
  - Family factors such as size, financial state, structure, style of coping, communication and stressors that affect the child.
  - The support the pupil has from their peers and other organisations and people.
  - Characteristics of the pupil, including their age and any SEND they have.
- 8.15 The pupil will be a part of discussions regarding who should be informed about the death and how, where appropriate.
- 8.16 If a pupil chooses to attend school immediately after a bereavement, they will be allowed a flexible timetable and staff members will be made aware that the pupil may not be able to work to their usual capacity. The designated staff member will keep in communication with the pupil's family to inform them about how the pupil is doing.

- 8.17 If the pupil is absent from school following the bereavement, they will be made aware of who has been informed about what has happened and what they were told.
- 8.18 The designated staff member will make regular contact with the pupil during their absence.
- 8.19 The headteacher, designated staff member, pupil and the pupil's family will make arrangements for the pupil's return to school, e.g. a phased return.
- 8.20 If a death occurs soon before or during a time where the pupil will take an exam, the headteacher will report the circumstances to the exam board who will decide if special considerations apply.
- 8.21 Any safeguarding concerns regarding a bereaved pupil will be dealt with in line with the REAch2 Child Protection and Safeguarding Policy.

## **9. BEREAVEMENT PAY AND LEAVE (EMPLOYEES)**

- 9.1 REAch2 Academy Trust acknowledges that bereavement leave is intended to support employees in the immediate period around the death of a relative. However, the process of grief, the natural reaction and adjustment to loss and change may take a significant time and will be personal to each individual.
- 9.2 Staff who lose a child under the age of 18, or suffer a stillbirth from 24 weeks of pregnancy, irrespective of how long they have worked at the Trust, will be given a minimum of two weeks' paid bereavement leave.
- 9.3 Staff may take bereavement leave as either a single block of two weeks, or as two separate blocks of one week, each taken at different times across the first year after their child's death.
- 9.4 Any member of staff who loses a child under the age of 18, and has been employed with the Trust for six months or more, will be able to claim statutory pay for the period of bereavement leave.
- 9.5 Any member of staff who loses a child after 24 weeks of pregnancy, or during maternity leave, will not lose their entitlement to maternity leave and pay.

## **10. BEHAVIOUR ISSUES (PUPILS)**

- 10.1 Staff will remain vigilant to the following behaviours that a pupil may display immediately after the death of someone close to them:
  - Inability to concentrate
  - Lack of motivation
  - Tiredness and irritability
  - Heightened sensitivity to comments and remarks
  - Inability to take others' feelings into account
  - Anger, frustration or aggression
  - A general change in behaviour, e.g. becoming unnaturally quiet or withdrawn
  - Anxiety
  - Being easily upset by events that would normally be trivial to them
  - Physical complaints, such as headaches, stomach aches and a general tendency to be prone to minor illness
- 10.2 The pupil's designated staff member will keep in contact with the pupil's family and share information about how the pupil is behaving at school and home.

- 10.3 Where appropriate, any challenging behaviour displayed by bereaved pupils will be addressed using the individual graduated response outlined in the Behaviour Policy. It is helpful to retain routines and consistency; however, care should be taken to ensure that the Behaviour Policy is still appropriate under the circumstances and adapted as necessary.
- 10.4 A record will be made of anniversaries and days with regards to the death which may act as a trigger for challenging behaviour.
- 10.5 Any incidents of bullying, where a bereaved pupil is the victim or perpetrator, will be addressed in line with the **Anti-bullying Policy**, taking into account the pupil's needs and circumstances.
- 10.6 All staff members will remain vigilant to signs that a bereaved pupil is facing difficulties in relation to their psychological, physical and social development and will refer the pupil to pastoral staff who will put appropriate support in place.

## **11. SPECIFIC CIRCUMSTANCES**

The procedures outlined in this policy will be followed for all deaths affecting the Trust / school community and individual pupils; however, specific measures will be implemented for certain circumstances.

### **11.1 Pre-bereavement – when a family member is not expected to live (pupils)**

- 11.1.1 If a pupil's family member has an illness where they are not expected to live, their family will make the school / Trust aware of the situation and the school / Trust will ensure the appropriate support is in place.
- 11.1.2 A designated member of staff will meet with the pupil, as agreed with the family, to provide the pupil with an opportunity to talk about what is happening and how they are feeling.
- 11.1.3 All staff will remain vigilant to signs that the pupil is facing challenges in relation to their psychological, physical and social development and will refer any concerns to the headteacher who will ensure appropriate support is put in place.

### **11.2 Pupils with a life-threatening illness**

- 11.2.1 Pupils with life-threatening illnesses will be encouraged to take part in school routines as much as possible, and the school will continue to expect the usual standards of behaviour as appropriate.
- 11.2.2 The headteacher, the pupil and their family, and other relevant staff members (e.g. a member of pastoral staff) will decide how to share the news that a pupil is terminally ill with the school community.
- 11.2.3 Other pupils will be informed about how they can best support the pupil in the most appropriate way.
- 11.2.4 If the pupil is receiving treatment from a local hospice or hospital, the key professional responsible for the pupil will be identified and the headteacher will contact this person for advice and support as necessary.

### **11.3 Suicide**

- 11.3.1 The Trust / school will respond to a suspected suicide within 48 hours.

- 11.3.2 The line manager, or other appointed member of staff, will contact the police or the family as soon as possible to confirm the death and whether it is being treated as a suicide.
- 11.3.3 If the family does not wish the cause of death to be disclosed to the school / Trust community, the school / Trust will state that the nature and cause of death are still being determined and that additional information will be forthcoming.
- 11.3.4 If the death is subject to an ongoing investigation, the line manager will check with the police before speaking about the death with pupils who may need to be interviewed by the police.
- 11.3.5 Staff will be told about the death first, in line with section 3.2 of this policy.
- 11.3.6 The script that staff will use to inform pupils of the death (where applicable) will be factual while avoiding excessive detail about the suicidal act itself.
- 11.3.7 Immediate emotional support will be arranged for any pupils (where applicable) and staff who require it.
- 11.3.8 A designated room, which may be the staffroom, will be set up where pupils (where applicable) and staff can go to if they are struggling with the news.
- 11.3.9 Liaison with the media will be managed by the media spokesperson.
- 11.3.10 Any information distributed to the school / Trust community and media regarding the death will:
  - Be factually correct but not include detail of the cause of death or method used.
  - Not romanticise, glorify or vilify the death.
  - Not include details of any suicide note.
  - Not include speculation over the motivation for suicide.
- 11.3.11 Research indicates that pupils who have been directly affected by suicide are at an increased risk of taking their own life. Staff will report any concerns about pupils to the headteacher and the appropriate support will be put in place or a referral to specialist services will be made in line with the Safeguarding and child protection policy.
- 11.3.12 Any memorial activities conducted by the Trust / school will be held within an appropriate amount of time; following this, any memorial material will be given to the family.
- 11.3.13 Staff and pupils (where applicable) will be warned about the risks of un-moderated online memorials (e.g. those on social media), such as their comments becoming public without their permission and online memorials attracting negative comments.

#### **11.4 Cultural and religious behaviours**

- 11.4.1 The school will keep in mind the cultural attitudes and behaviours relating to a death and will make sure these needs are taken into consideration when putting support in place for those affected, including the length of bereavement leave for members of staff.

#### **11.5 Forces' families**

- 11.5.1 The needs and feelings of bereaved forces' pupils will always be considered prior to any school activities relating to the armed forces, e.g. commemorating Armed Forces Day, and additional support will be put in place for pupils as required.
- 11.5.2 Appropriate support will be implemented for bereaved forces' pupils, particularly during times of change.

11.5.3 Bereaved forces' pupils will be protected from any unwanted media attention and there will be a designated area in school that the pupil can go to if they are feeling overwhelmed.

## **12. A DEATH INVOLVING MURDER OR MANSLAUGHTER**

- 12.1 The line manager will contact the police or the family to establish the facts about what has happened.
- 12.2 A designated staff member will be available to talk to the pupil (where applicable) to help them to answer any questions they may get from their peers about what has happened.
- 12.3 Research indicates that pupils who have been bereaved due to murder or manslaughter can be at significant risk of developing Post-traumatic stress disorder (PTSD). Any concerns relating to the pupil will be addressed in line with the appropriate school policies.
- 12.4 Media personnel will not be permitted onto a school site at any time.

## **13. REMEMBRANCE ACTIVITIES**

- 13.1.1 Following a death in the Trust / school community, the Trust / school may conduct some remembrance activities, e.g. a remembrance assembly.
- 13.1.2 The family will always be consulted prior to any remembrance activities being planned and will be invited to take part in the activities.
- 13.1.3 All members of the school community, including staff, governors, pupils and parents, and where applicable, Central Team members, will be invited to take part in remembrance activities.
- 13.1.4 All remembrance activities will be planned so that they are respectful of the culture and religious beliefs of the family.

## **14. MANAGING TRANSITIONS (PUPILS)**

- 14.1 Information about pupils that have been bereaved will be recorded.
- 14.2 This information will be shared with relevant parties at key transition points, including the following:
  - If the pupil moves school
  - When the pupil moves to secondary school
  - If the pupil moves class
  - When the pupil will be taught by a new teacher

## **15. TEACHING ABOUT BEREAVEMENT AND GRIEF (PUPILS)**

- 15.1 Different aspects of the curriculum will be used to discuss relationships, feelings and emotions, and to think about how to manage these in relation to family events and death.
- 15.2 Before delivering any lessons that cover topics of death and bereavement, the teacher will consider how the lesson may affect the bereaved pupils they are teaching.
- 15.3 Bereaved pupils and their families will be consulted over whether it is appropriate for them to attend lessons about death or bereavement, and alternative arrangements or additional support will be put in place as required.

- 15.4 Where appropriate, the teacher will discuss what the lesson is going to cover with the pupil and will work with the pupil to design activities that the pupil feels they are able to get involved with.
- 15.5 Any lessons covering topics of death or bereavement will take account of religious and cultural beliefs.