

ENERGY COAST UTC

BEREAVEMENT POLICY

2025-28

Approved: Curriculum and Standards Committee

Signed: *P Freeman*

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Revision History			
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3	January 2025	RDP	Update
4			
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Introduction

Energy Coast UTC provides a caring, supportive and positive, professional environment which enables all staff and students to thrive. Individuals are encouraged to take responsibility for themselves and behave in a manner commensurate with high standards and expectations. A positive, inclusive and respectful environment is a key feature within the College, central to which is the maintenance of good behaviour. Everyone at the College has a responsibility to contribute to a positive atmosphere which places value on learning, respect, tolerance and mutual respect.

Within our school community there will almost always be some staff or students who are struggling with bereavement – or sometimes the entire school community is impacted by the death of a member of staff or a student.

Aims and Objectives

The core intentions of the policy are:

- To support students 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 the Local Authority, 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 (http://www.careandthelaw.org.uk/eng/b_section2)

All intentions of this policy endorse that aim as we endeavour to counter any adverse effects of bereavement and maintain students' emotional well-being.

The Role of the Head of School/Assistant Principal - Pastoral

The Principal has overall responsibility for the policy. The Principal will:

- Respond to media enquiries.
- Keep the governing body fully informed.
- Liaise, if necessary with the Baker-Dearing Trust.

The policy's implementation, liaison with the governing body safeguarding representative, parents/carers, the Local Authority and other relevant outside agencies will be the responsibility of the Vice Principal – Pastoral. The Vice Principal will:

- Monitor progress and liaise with external agencies.
- Be first point of contact for family/child concerned, or identify the most appropriate first point of contact.
- Establish and co-ordinate links with external agencies.
- Cross-phase liaison with other primary or secondary schools.

Role of Pastoral Staff (including i.e. spiritual advisors, school counsellors and mentors)

- To have bereavement support training and cascade learning to other staff.

NB: It is important that all staff feel confident in delivering support for students, supporting each other and implementing this policy. To this end it is desirable that the whole school staff have some awareness of bereavement through a whole school training if possible.

Role of the Local Authority

- To advise and support staff, consult on referral pathways and help with the identification of more complex grief.

Procedures

1. Contact with the deceased's family should be established by the Head of School or most appropriate member of staff and the family's wishes respected in communicating with others. Factual information is essential to avoid rumour and confusion, whilst being sensitive to cultural and religious considerations.

Staff and students should be mindful of the use of social media sites and their impact throughout this time as rumour and gossip spread quickly.

2. Staff should be informed before students and be prepared (through prior training) to share information in age-appropriate ways, as agreed for each individual circumstance.
3. Students should be informed, preferably in small groups, by someone known to them. A decision should be made as to whether this information should be given as part of a whole school approach or if only certain groups of pupils need to be informed.
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 and students affected by the death will be offered ongoing support, for example from the school counsellor, or by referral to other agencies, 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 of School or CEO.
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. The school should be aware of any ongoing bereavement issues for new students. To this end it is important to have effective communication with 'feeder' schools.

NB: Many of the guidelines in this policy are only appropriate when the school community as a whole has experienced a death, for example a teacher, a student or another staff member.

Perhaps a more common experience for teachers and learning support staff is that of a student experiencing the death of a parent. Whole school or class activities will not normally be appropriate in this situation, the needs of that individual student should still be given careful consideration.

If a child has been bereaved, the student and their families will be involved in decisions about how the school manages issues relating to their loss. In the case of a student, staff will speak to the student about their preferred way of informing their peers about what has happened and about the support they need.

Sample Letter to Parents/Carers

NB - before sending a letter home to parents about the death of a student, 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

"Dear Parents/Carers,

Your child's class teacher/form tutor/had the sad task of informing the children of the death of <name>, a student in <Year>.

<Name> died from <reason>. [If illness] Many children who have <reason> 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. 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.

We realise this may impact on your child, further support is available from <>

You may also find some very useful advice and resources online at:

www.childbereavement.org.uk

Yours sincerely

<Name>

Head of School"

Sample Letter to Bereaved Parents

"Dear <salutation>,

We are so very sorry to hear of <names>'s death. There are no words to express the sadness of losing a child and we can only begin to imagine the anguish you must be going through.

Clearly, as a school community, we will miss <him/her> very much and we are doing our best to offer comfort and support to his friends and classmates. <He/she> was a much loved member of our school family.

If we can do anything to help as you plan <name>'s funeral service or other memorials, please let us know.

In time, we will also ensure that anything of <name>'s that remains in school is returned to you, including photographs we may have on the school system. Be assured that you are in our thoughts at this very sad time and do not hesitate to contact us if we can be of support in any way.

You may also find some very useful advice and resources online at:

www.childbereavement.org.uk

With sympathy,

<Name>

Head of School"

Sample Letter to Parents/Carers on Death of a Staff Member

“Dear Parents/Carers,

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 ask questions, whilst alternately 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 us. 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 sincerely

<Name>

Principal”

