



## **Loss & Bereavement Policy**

Loss and bereavement are an inevitable part of our lives. We, as a school, have a role to play in preparing our pupils for such experiences and offering support to all School members when needed and if sought. Any loss is bereavement, not only death: divorce, illness and other causes of sorrow can result in feelings of grief.

**When the whole school is affected:** The Headteacher informs the management team and the Chair of the Trustees in the first instance, then the rest of the staff as soon as possible (either the following morning, or, if the incident occurs at the weekend, on the Monday morning). If during a holiday period, the Headteacher may feel it appropriate to send out a letter/ email to all staff. All the pupils will be informed in a special assembly.

The Headteacher will have sole authority to talk to the press. No other member of staff should discuss the incident with the press unless (s)he has been given permission to do so by the Head. Any press statements will be prepared by the Head Teacher, in consultation with appropriate members of staff. This statement must be adhered to by all. It will be updated when appropriate. It is important that only fact is used in the statement - background information and hearsay should be avoided at all costs.

Where there is a loss within the school, everyone will need help. It may well be necessary to seek the help of a professional who is skilled in traumatic grief, to help the community to come to terms with the situation.

**When an individual is affected:** The bereaved pupil has ownership of how much information is given, to whom and who gives it. It is important that an individual's wishes are adhered to. However, friends and teachers might need some information so that appropriate support can be arranged.

Class teachers will be the first line of support but an individual may well choose other people. A bereavement file, containing relevant information will be available for any member of staff who is involved in supporting a bereaved pupil.

All bereavements should be recorded. As the anniversary of a death and other key dates (Mothers' /Fathers' Day) approach, some time should be set aside for the bereaved child. This will allow the child to know that their loss has been remembered and give him/her the opportunity to talk **if they wish**.

This policy is monitored by the Headteacher and the Trustees and will be reviewed annually.

**Signed**

**Date:**