



CHATHAM & CLARENDON GRAMMAR SCHOOL

Bereavement Policy

Agreed by Governors:

The following has been written as a plan to support the school to manage a bereavement, whether that be a student, a member of staff or a family member of a student/staff.

The steps have been taken from the Trauma Council (<https://uktraumacouncil.org/>) and Child Bereavement UK (<https://www.childbereavementuk.org/>).

These can be taken in any order, though it may not be necessary to follow every step depending on the situation, as some bereavements may be more applicable to members of our school community than others.

1. Inform all staff
2. Letter sent to all parents in year group explaining what has happened (with some resources attached) before meeting with students is held so parents can collect students at the end of the day should they choose to (Link for parent letter: <https://uktraumacouncil.org/resource/traumatic-bereavement-guide-for-parents-carers>)
3. SMT/SENCO/HOH/Tutor and counsellor (if available) to attend meeting (p5) with all those in direct contact with student
4. Explain to students (using simple language)
5. Show emotion – student get cues from adults, showing emotions is OK
6. Allow time to talk about the student/staff member share memories with the students contributing
7. Allow a space, at break/lunchtime (SEN?) for the students to go for a quiet space for a week or two whilst they process the information
8. Hold the hope – explain this is a very rare event and it will be OK in time
9. Inform all students, if appropriate
10. Support vulnerable staff – potential to offer counselling and time off if needed
11. In time, offer to plant a tree at the end of the field where other memory trees have been planted and hold a service inside the school for the students close to the bereaved and staff, also invite family along.
12. Any students particularly struggling to be given a mentor, someone to keep a close eye and meet regularly with