Introduction

This Policy aims to outline the basic principles and procedures that underpin our approach to supporting members of the school community with bereavement and loss. Bereavement affects everybody at some time, and as a close community, our school aims to provide the best support for its members during times of bereavement.

**‘*Death neither obeys the school timetable nor appears on it …it enters the classroom without knocking.’*** *Winston’s Wish*

We recognise that each bereavement is unique, and that any guidelines we have developed must take account of individual circumstances and the wishes of those most closely involved. We have suitably trained staff in school who understand the complexities surrounding bereavement, and can help support families at times of bereavement to ensure that the school does what it can to best meet the needs of the bereaved.

It is important that children are helped to understand bereavement in clear and unambiguous ways, and given opportunities to experience the full range of emotions that may accompany bereavement within a safe and supportive atmosphere. As a school, we recognise the importance of long term support for those who are bereaved, and will endeavour to provide opportunities for remembrance where appropriate.

Our school is well-placed to help children and young people to explore and develop an awareness and understanding of death as well as to support those personally affected by it. An important part of this is the ability to support pupils, families, and staff at times of loss and bereavement, as well as helping children and young people to support their peers, decreasing the sense of isolation that can be part of it.

Every death and the circumstances in which it occurs is different and this policy has been constructed to guide us on how to deal professionally, sensitively, and compassionately with difficult matters in upsetting circumstances.

Our school is committed to the emotional health and well-being of its staff and pupils. We wish to work towards this in all aspects of school life, and to provide an ethos, environment and curriculum that support and prepare pupils for coping with separation or loss of a loved one, either through death or divorce.

Through providing a curriculum that acknowledges and addresses loss, death, bereavement, and grief we can improve the skills of children and young people to deal with and emerge positively from them.

This policy is for all staff, pupils, parents/carers, governors, visitors, and partner agencies working within our school. It has been developed to complement our Critical Incident Management Strategy.

All aspects of Safeguarding will be embedded into the life of our school and will be the responsibility of all staff.

**Teaching and learning**

Our teaching will be based on an understanding of the principles stated above and that a variety of approaches should be used to meet the needs of our pupils and show sensitivity to their age and experience.

Teaching methods adopted in the classroom will include:

A range of teaching and learning styles including individual and group discussions, role play and drama;

Introducing supporting resources – photographs, mementoes, stories and music;

Giving clear, truthful, and accurate information, not trying to soften the blow with ambiguous language which does not tell the truth;

Practising the collaborative social skills necessary to help cope with the feelings of loss;

Giving relevant and appropriate advice and support;

Providing continuity and progression by visiting and revisiting issues as pupils develop and their needs and understanding change;

Considering the attitudes and values of pupils

**Policy Aims**

Our school will endeavour:

* To support all those affected by loss and death in a supportive and caring environment in which everyone can respond appropriately to individual circumstances.
* To offer understanding of the impact of loss and grief on children and young people’s physical and emotional health
* To gain insight into children/ young people’s/staff reactions to loss and grief and how our school responds to meet the needs of grieving pupils, parents, and staff;
* To give pastoral support for both pupils, parents, and staff.

This policy outlines practical measures to be taken when people are in shock, or upset, especially with sudden or multiple deaths or traumatic circumstances.

**Roles and responsibilities**

The Principal will have overall responsibility for support and liaison in event of a death or traumatic loss. In the event that the principal is absent then the Vice Principal will take responsibility.

These responsibilities are:

Implementation of the policy and reflecting on its effectiveness in practice;

Using the expertise within our school and sharing the responsibilities;

Co-ordinating the planned action to manage school-related incidents;

Deciding who will be responsible for communicating with the family directly involved;

Deciding who gives news to the school community and if necessary who will communicate with the press;

Establishing and co-ordinating links with external agencies;

* Liaison within the school;

Accessing and co-ordinating training and support for staff.

The person responsible will take into consideration the following short-term support:

Who should break the news about a death;

What exactly the children will be told;

How they will be told (e.g. whole school assembly, class, individual);

When they will be told;

How the information will be communicated to parents and staff;

What question might be asked by pupils, staff, and parents;

What links will be made with the family;

Consider what will be appropriate in holding some form of remembrance activity.

**Procedures**

Our school will:

Speak to the family, if possible, offer them condolences and support before ascertaining what they would like to happen;

Give them a direct telephone number for someone they can contact in our school;

Obtain factual information to avoid unnecessary speculation;

Inform staff as soon as possible;

Decide where pupils will be told if this is necessary.

* We will identify the most vulnerable pupils and give the support they might need;

Tell the pupils as soon as possible in familiar groups by someone they know;

Send a letter to families as soon as possible;

Give guidance to parents on supporting bereaved children.

The Funeral

Our school will:

Find out the family’s wishes and how they wish the school to be involved;

Identify which staff and pupils may want to attend and the practicalities of issues such as staff cover and transport.

Send cards/flowers if acceptable;

Consider the cultural and religious implications if appropriate;

Enable the person(s) who had the closest relationship with the child to attend the funeral - this would usually be the current class teacher but may be a staff member who had worked closely with the child in a previous class, and be able to have absence to attend.

Support for bereaved children

Not all children and young people will need the support of specialist practitioners; they most often need familiar people who care. Pupils will react to bereavement/loss in a variety of ways; no two reactions are the same. Personality, family support and life experiences will all impact on children’s responses.

Adults often wish to shield children from pain and distress. Experience and research have shown, however, that **children are best supported by having the incident acknowledged in an appropriate way rather than having it ignored.**

It is important to be available and receptive to pupils, to listen to them, to empathise with them and normalise their emotions, thus enabling the development of healthy coping strategies.

It is normal for adults to be upset and it can be appropriate for children and young people to be aware of this because it can help them to understand their own emotions. Staff working directly with pupils can show that they are upset, but not out of control. It is important to maintain a safe, secure and predictable environment for the pupils in their care. Staff should remember that they are modelling a response for children and young people and helping them to develop coping skills.

***The positive effect that concern and support from a caring, familiar adult can have on a pupil should never be underestimated.***

PRIMARY EFFECTS

First reactions to bereavement or loss may be:

* + - Disbelief
    - Anger
    - Panic
    - Anxiety
    - Fear
    - Crying
    - Talking: repeating what they have experienced/heard
    - Inability to process information well (and so they may not hear/take in what has happened or what has been said to them)
    - Regression: we all regress when we hear bad news. We want to be looked after and protected.
    - Sadness
    - Withdrawal
    - Aggression

Grieving tasks include the following:

* Shock, disbelief, numbness - Life has lost its meaning. Shock can take the form of physical pain or numbness, but more often consists of complete apathy and withdrawal or abnormal calm, in some cases with anger.
* Denial – This generally occurs within the first 14 days and can last minutes, hours or weeks. No loss is acknowledged.
* Growing Awareness - waves of savage feelings, over which there is temporarily no control - tears, anger, guilt, sadness, loneliness, depression (feelings of redundancy, lack of self-worth).
* Acceptance - relearning the world and situations.

(More information is available from the EA’s Critical Incident Team Leaflets, for staff, pupils, and parents)

SECONDARY EFFECTS

Associated with the above Primary Effects are Secondary Effects which teachers should be aware of:

* + - Change in behaviour
    - Change in peer groups
    - Loss of motivation
    - Lack of achievement
    - Poor Hygiene
    - Change in family role
    - Effects on relationships

Staff are aware that grief may be delayed or may re-emerge years later. Feelings and Needs of bereaved children may vary. Some children see school as a haven of peace and normality in contrast to the trauma at home. Conversely other children may find school is the place to express their feelings.

Staff should be alert to:

* + - Changes in behaviour
    - mood swings
    - psychosomatic symptoms - headaches, stomach aches etc.
    - insecurity, feeling unwanted, friendship difficulties
    - low self-esteem
    - depression
    - isolation and withdrawal.

Useful responses from staff

* Acknowledge the event to pupils, in a confidential way, letting them know that you are available to help and support them
* Be willing to listen and giving them time
* Be willing to answer questions (it is not important that staff answer all questions but that they listen to pupils’ fears and worries and take their queries seriously)
* Be genuine and professional
* Be non-judgemental
* Give information to them including the ‘normalisation’ of their reactions (i.e. their reactions are normal reactions)
* Encourage pupils to talk, share their feelings and seek help as appropriate
* Maintain a routine in school (flexible, caring and containing)
* Offer sensitivity, care, and empathy

**Our school will offer:**

A routine, which can have a stabilising effect

Some space, away from an emotional intense atmosphere;

Neutral space and people to share their feelings without the worry of upsetting a loved one;

Time for the pupils to be themselves without feeling guilty (being with friends, time to play in a safe space outside the home environment);

Regular correspondence with home, providing reassurance about behaviour and general well-being, ensuring the child or young person is managing their grief;

Access to appropriate resources via Class teacher

Preparation time for children and young people to discuss what to say and how to behave when the bereaved child or young person returns to school;

Time for staff to be aware of changes in behaviour that may be related to the death;

An individual link person to support the pupils when necessary;

A suitable place in school for pupils who need some space if too upset to stay in the classroom and people to whom they can go for support.

Support for staff

Our school will:

Support bereaved staff and acknowledge they may be struggling with their own reactions and emotions while supporting pupils;

Plan for informal mutual support to give staff an opportunity to share feelings and reactions.

Give people time to attend the funeral, if appropriate;

Offer general training for all staff;

Be aware of all supporting information and resources available.

Support for parents

Our school will:

Communicate with the family and offer support;

Give parents and family the opportunity to collect any personal belongings of the person who has died (if applicable)

Send a representative to the funeral if appropriate;

Invite parents/carers to any commemorative events held by the school.

Acknowledgements

Our school will give the following opportunities to commemorate loss for parents/carers, staff, and pupils:

Offer support to individuals who wish to talk about their experiences;

Offer support to pupils who need to explore and learn to understand their emotions;

Give pupils opportunities to talk within a group about their experiences.

Procedures on learning of the death of a current member of staff

1. Provide information to Governors, Teachers, Staff, Pupils and Parents.

2. Provide information to absent staff.

3. Principal makes news statement if necessary.

4. Arrange for staff/pupil condolences.

5. Teacher in Charge of Pastoral Care arranges for support for individual/group members of staff.

6. Contact Pupil Personal Development Services Tel: 028 3751 2515

7. Principal makes arrangements for

- Card/wreath - Death notice in local newspaper - Funeral

Procedures on learning of the death of a parent

1. Convey information to staff, pupils.

2. Make arrangements for expression of sympathy.

- Personal Visit

- Attend Funeral

Procedures on supporting a child returning to school

What Are the Needs of a Bereaved Child?

• Friendship

• Support

• Understanding

• To talk and be listened to

• Reassurance

• Increase in self-esteem

• An alleviation of isolation

• Routine

• Time to express feelings if they wish to

• Space

Long term illness

We will:

Ensure we keep abreast of any developments without causing distress to the family;

Advise staff of the family’s wishes;

Support the school community with accurate information and support.

**Procedures on learning of a child affected by their parents’ separation /divorce/Temporary Absence**

It takes a long time for children to adjust to their parents’ separation/divorce and it is not usually a smooth road, but the more opportunities children have to express and understand their feelings, the easier this transition will be. However, some pupils may not wish to talk, and this must be respected too.

Remember: “Family breakdown is not an event but a process. The process may take years to settle down.”

1. Be sensitive towards the child and his/her parents. Acknowledge the pupil’s loss privately and assure them of your support and availability.
2. Inform the necessary staff in a confidential manner
3. Make arrangements to ensure both parents are kept up to date with their child’s progress, if possible.
4. Address issues of loss through PDMU/circle time.

Confidentiality

Although it is important to maintain confidentiality throughout the handling of any incident or disclosure, pupils will be made aware that complete confidentiality in some circumstances cannot be totally guaranteed. This will help in retaining the trust of pupils and parents/carers and will ensure that the sharing of appropriate information is kept to a minimum. Sensitive information is only disclosed internally or externally with careful attention to the rights and needs of individuals. When the child/young person returns to school it is important to discuss with them whether they want certain people with whom they come into contact to be informed.

Inclusion and equality

Our school recognises that there is a range of customs and procedures concerning death and that there may be different expectations of the bereaved child and family. We will try to present a balance of different approaches to death and loss. Pupils and staff will be made aware that there are a range of different responses to bereavement and that we need to value and respect each one of these.

Responding to the media

Some incidents and deaths, particularly those in sudden or traumatic circumstances, may attract media attention. All members of staff will be advised not to respond to journalists and to refer all enquiries to the Principal, who will make a considered response after seeking assistance from the Education Authority Communications Office. Pupils will be given advice

Monitoring and evaluation

This policy will be reviewed annually to consider any developments or Statutory Guidance. Any changes made will be shared with the staff and Governors.

Links to other policies:

Managing Critical Incidents, Religious Education, Pastoral Care, Anti-bullying, Safeguarding & Child Protection, Positive Behaviour Policy, School Attendance, Health and Safety.

LIST OF USEFUL CONTACTS

This list will be reviewed each school term and updated if necessary. All members of the school’s Critical Incident Management Team have a copy of this list at home.

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| --- | --- | --- | --- |
| Organisation | Name | Phone | Email |
| Principal | Brenda Casey | 07955378630 | bcasey632@c2kni.net |
| Vice-Principal | Maeve Savage |  |  |
| Head of Pastoral Care | Eunan Magee |  |  |
| Chair of Board of Governors | Joe McGleenan |  |  |
| Caretaker/Key holders | Eamon McClelland/ Rosie McGinnity |  |  |
| EA Critical Incident Team | Mary Knipe | 02837 512515 |  |
|  |  |  |  |
| EA’s Chief Executive | Gavin Boyd |  |  |
| CCMS |  |  |  |
| Local Police |  |  |  |
| Local Fire and Rescue Service |  |  |  |
| Local Hospital | Craigavon Area Hospital |  |  |
| Nearest Doctor’s Surgery | Willowbank |  |  |
| School Nurse | Jane |  |  |
| EA’s Emergency Out of Hours |  |  |  |
| EA’s Health and Safety Officer | David Orr |  |  |
| EA’s Transport Section |  |  |  |
| EA’s Maintenance Officer |  |  |  |
| EA’s Communications Officer |  |  |  |
| Educational Psychologist | Mairead McMahon |  |  |
| Education Welfare Officer |  |  |  |
| Social Services – Local Team |  |  |  |
| Counselling Services (pupils) | PPDS |  |  |
| Local Church | Fr Greg Carville |  |  |
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Contact List: Updated \_\_\_\_\_\_\_\_\_\_\_\_ (date) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name)

Updated \_\_\_\_\_\_\_\_\_\_\_\_ (date) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name)

Updated \_\_\_\_\_\_\_\_\_\_\_\_ (date) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name)