



The
MAST
 Academy Trust

Policy	Bereavement Policy	
Owner	Melanie Humphreys – The Mast Executive Administrator	
Date approved	25 th February 2021	
Approver	Trust Board Standards and Effectiveness Committee	

Current version	V1.0 Jan 2021
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Next review due	Spring Term 2024
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Objective of Policy	
The purpose of the Bereavement Policy is to help everyone involved at a time when there is likely to be upset, confusion and trauma, ensuring that those closely affected, in addition to wider members of the school community is supported to help them through a very difficult time.	

Version Control	
Version Number	Summary of amends from previous version
1.0	Development of Trust wide policy

Sign off requirements	
Approvers	Position
Standards and Effectiveness Committee	Trust Board
Reviewers	Position
Natasha Greenough	CEO
Gill Senior	Safeguarding Lead
Liz Godman	Trustee

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1.0 Aims

To provide a framework for the pastoral care of the pupil(s) and the school community in the event of loss through bereavement.

2.0 Upon the death of a parent or sibling of a pupil

Before the pupil returns to school:

- The Head Teacher, Senior Leadership Team, DSL, Class teacher and Head of Year (where applicable) should be informed of the death.
- All staff should be informed of the death by the Head Teacher.
- The DSL or Head of Year (where applicable) will co-ordinate the support offered to the pupil.
- Close contact pupils in school should be informed where this is deemed appropriate and has been agreed by the family.
- The Head Teacher should make contact with the family to express condolences and offer support to the young person.
- The Head Teacher should decide if/who attends the funeral to support the pupil.

When the pupil returns to school:

- A welfare plan should be in place for the pupil on their return to school.
- Support or mentoring should be available, either by a member of staff in school, or the school nursing team should this be requested or deemed appropriate following the return to school.
- Small group activities with form class members or close friends may be appropriate to help integrate the pupil back into school.
- The Headteacher, or member of staff nominated by the Headteacher will liaise with parents to establish if teachers who teach the pupils should discretely acknowledge the death when the pupil returns. This may be only a few words, but if it doesn't happen the pupil may think that the teacher does not know, or does not care.
- An individual link person should be provided to support the pupil when necessary, this may be the Class teacher, well-being mentor, Head of Year (where applicable) or a member of staff the pupil chooses.
- In addition, the pupil will be offered the support of a school trained or external bereavement counsellor.
- The Safeguarding Lead or Head of Year will monitor the pupil over the next few months and will be in regular contact with home.
- Referrals to outside agencies will be considered if necessary and discussed with the parents e.g. Educational Psychologist, Kirkwood Hospice Youth Group or the Child and Mental Health Service (CAMHS), Northorpe Hall.

3.0 Upon the death of a pupil

Appropriate pastoral support should be provided for the whole school community.

- On hearing of the death of a student the Head Teacher should meet immediately with the Senior Leadership Team to plan the school's response. Decisions as to

which groups of pupils should be informed will need to be made, e.g. close friends, form group, friends of brothers and sisters of the deceased.

- As soon as possible the Head Teacher should inform all staff about the student's death. Staff should also be given details as to which groups of students will be informed and when and how this is to occur.
- It should be strongly emphasised that normal school routine will be maintained as much as possible.
- Staff should be asked to be vigilant and provide immediate information to Senior Leaders/pastoral staff about students who may be showing signs of stress and need of support. Pastoral staff should be made available to offer support. The Educational Psychologist may be brought in to assist.
- The Head Teacher should contact the family to offer condolences and support.
- The Head Teacher will also need to consider a selection process as to which members of staff should attend the funeral. In this matter the wishes of the family must be taken fully into account. The school should give due consideration to accompanying a small number of close friends to the funeral if appropriate.
- Should the death be of interest to the media, then the Headteacher should formulate any response in conjunction with the LA Press Officer. It may be necessary to advise staff and students not to speak to the media and to avoid making comments that might be misconstrued.
- The DSL/Pastoral team will continue to monitor the impact on individual pupils and keep parents informed of any concerns.

4.0 Upon the death of a member of staff

- On hearing of the death of a member of staff the Head Teacher should meet with members of the Senior Leadership Team to plan. At this meeting the method of informing other staff will be decided. Decisions as to how and when pupils will be informed will also need to be made.
- The Head Teacher should contact the family to offer condolences and support.
- Adequate support for staff and pupils must be available. The Educational Psychologist should be more than adequate to provide support for pupils. In general staff members will be able to support each other, but it may be appropriate to consult the Educational Psychologist to provide more specialist resources. Staff to be reminded of the Welfare package of support available to them which includes counselling.
- Attendance of staff and pupils at the funeral should where possible be discussed with the deceased's family.
- The Head Teacher should ensure that as many staff as possible are able to attend the funeral. This may involve the school having to put special timetable arrangements in place.
- The DSL/Pastoral Teams should continue to monitor the impact on pupils. The Senior Leadership Team should continue to monitor individual members of staff.
- The Head Teacher to be informed of any concerns.
- The family should be involved in any commemorative events held by the school.
- Should the death be of interest to the media, then the Head Teacher should formulate any response in conjunction with the LA Press Officer. It may be

necessary to advise staff and students not to speak to the media and to avoid making comments that might be misconstrued.

5.0 Monitoring and Evaluating the Policy

After a bereavement, the school will review what was done at each stage and will evaluate the actions taken to enable the school to plan for the future.