



Bereavement Response Policy

If school are affected by the death of a pupil, staff member, or someone within the school community, we will endeavour to respond in a way which enables our students and staff to understand the situation, and their feelings, as best we can.

Our policy is to provide honest, factual information, to students and staff appropriately and sensitively.

Whilst each situation will differ, we will aim to follow the guidelines and recommendations within the 'REMEMBER ME' book, provided by the children's bereavement support charity Penhaligon's Friends.

We will seek further guidance and support from Penhaligon's Friends, the Local Education Authority, CaMHS and other organisations as required. We may call upon external agencies to provide immediate support to students.

Wherever possible, we will make contact with the bereaved family/families to offer condolences and discuss the schools response. The wishes of the family will be respected and taken into consideration within our response to the situation.

With any death we will aim to confirm the facts, from a reliable source, prior to giving the information to students. Wherever possible, and appropriate, we will give the students factual information about the death to avoid rumour and speculation. We will take into account those with special education and complex needs when giving bad news and information and ensure additional support is available to them.

We will provide immediate pastoral care to affected students and staff and where appropriate, provide a safe place for them to come for timeout, comfort and reflection. We will ensure that on-going consideration is given to those affected.

In the case of death by suspected suicide or where there has been traumatic circumstances we will follow additional guidance as we recognise that the response will need to be coordinated together with Police and Social Care.

We will notify the Trust and Local Education Authority of the death of a student.

We will respond to any media enquiries about the death through our designated spokesperson and/or press officer of the TPAT Multi Academy Trust.

Bereavement Response Plan

If a pupil, staff member, or someone within our school community is affected by a death, our response will be guided by the table below. There may be situations where it is more appropriate for another person, in place of the one stated, to carry out that role.

Action	If Student	If Other
Inform Trust CEO	<i>Andrew Martin</i>	Andrew Martin
Confirm facts regarding death IF SUICIDE/SAFEGUARDING ISSUES SEE SEPARATE GUIDANCE	<i>Andrew Martin / Sarah Neal</i>	<i>Andrew Martin / Sarah Neal</i>

Action	If Student	If Other
Inform ALL Staff Consider absent staff	Sally Truscott / Andrew Martin	Sally Truscott / Andrew Martin
Brief all staff about possibility of press involvement and use of facebook	Sally Truscott / Kate Jones With Marie	Sally Truscott / Kate Jones With Marie
Contact bereaved family and send letter of condolence	Andrew Martin	Andrew Martin
If appropriate, visit family	To be coordinated by Sally Truscott and Kate Jones	To be coordinated by Sally Truscott and Kate Jones
Liaise with family regarding schools response, including funeral	To be coordinated by Sally Truscott and Kate Jones	To be coordinated by Sally Truscott and Kate Jones
Inform students <ul style="list-style-type: none"> - Consider smaller friendship groups/tutorial first - Use a prepared format - Identify any vulnerable students & those with any complex needs - Consider absent students 	Sally Truscott and Kate Jones to coordinate with outside agencies	Sally Truscott and Kate Jones to coordinate with outside agencies
Notify parents (refer to pro forma letters within policy) <ul style="list-style-type: none"> - By telephone - By letter 	Depending on Circumstances and what the family want. Sally Truscott Andrew Martin	Depending on Circumstances and what the family want. Sally Truscott Andrew Martin
Make contact with Local Education Authority and/or Penhaligon's Friends for additional support	Sally Truscott / Kate Jones	Sally Truscott / Kate Jones
For a child returning to school arrange a meeting with them to discuss return to school and support needs	Sally Truscott and Hub Team	Sally Truscott and Hub Team
Liaise with family regarding special remembrance event/memorial	Sally Truscott and Hub Team	Sally Truscott and Hub Team

Bereavement

Pupils should be told as soon as possible of a person's death. This is to prevent them learning from some other, possibly inappropriate, source.

Whenever possible they should hear the news from someone close to them, in familiar surroundings.

It is very important to tell the truth as far as it is known. Even 'white lies' will have to be renegotiated later on.

Children may not take everything in at this stage. They will go over and over the facts later, asking more questions and gradually assimilating the information. Do not worry about having to keep on giving the same answers.

These points encapsulate the overall message in helping bereaved children:

Try to maintain feelings of security, of being cared for and loved.
 Maintain all the necessary practical care.
 Be honest at the child's level of understanding.
 Continue to talk and communicate.
 Do not pretend to believe what you don't believe.
 Try to understand the child's feelings and reassure where possible.
 Don't be afraid to say 'I don't know'.
 Don't be afraid to share your own feelings.
 Remember there are others who can help.
 Don't be afraid to admit to colleagues and family that you can't cope at any particular time.

Breaking sad news to staff, pupils and families

Obtaining factual information should be made a priority. Think through how this might be done, remembering that contact with those directly involved may be difficult. It is important not to make assumptions or repeat what has been heard through rumour. This will only add to distress.

It is essential that all staff are informed straight away, ideally before pupils.

Identify ways of doing this sensitively. Don't forget part-time and absent staff.

Pupils should be told as soon as possible. This is best done in familiar groups by someone they know. A large school assembly is usually not ideal. Staff may well need guidance on words to use and approach to take. Have something prepared.

A letter should go to families the same day if possible. It is difficult to find the right words when emotional and in shock.

Consider including guidelines for parents on supporting bereaved children with the letter

Contact List

Contact	Name	Daytime Phone Number	Out of hours phone number
Director of Children's Services Indicate to the PA that it is an emergency Out of normal office hours telephone FIRE CONTROL at County Hall	There is a fire officer there 24 hours a day; clearly indicate; * that it is an emergency * That you need to speak to a senior officer from Children's Services as soon as possible * Where you are, who you are and your telephone number (remain by the phone)	01872 322403	01872 320205

Children's Schools & Families Bereavement & Critical Incident Support	Tamsin Dower (Dolcoath Admin Team)	01209 615640	
	Mandy Owen - Principal Educational Psychologist	07891 840354	07891 840354
Chair of Governing Body	Jason Hurr	07794067027	
CEO Trust	Jenny Blunden	01872 308268	07536225311
County Press Office		01872 322186	
Educational Psychologist			
Accident & Emergency, Treliske		01872 250000	
Social Services (Children & Families)		0300 1234 101	01208 251300
Penhaligon's Friends	Becky Thomas	01209 210624	
Environment Agency emergency line		0800 365900	

Where no out of hours number is given an alternative contact should be available