



KEA SCHOOL

Bereavement Policy

Approved by:	Full Governors	Date: 1 May 2025
Last reviewed on:	Summer 2025	
Next review due by:	Summer 2027	
Signed by:	Name:	

Policy

This policy outlines Kea School's commitment to supporting pupils, staff and their families who have been bereaved.

Aim

This policy aims to support the emotional and physical wellbeing of bereaved staff, pupils and their families, from the early days of a bereavement and onwards.

Objectives

The school has procedures that enables it to communicate with, and support, bereaved staff, pupils and their families, both before, and after their return to our school.

Our procedures will help bereaved pupils and staff:

1. **Be safe** – with their welfare supported
2. **Be involved** – be given information and choices
3. **Feel connected** – with support from people they trust and can help
4. **Understand, and be understood** – particularly regarding their reactions, feelings and thoughts
5. **Be respected** – have their identity and family context acknowledged
6. **Thrive** – within our supportive education setting.

Every bereavement is unique and results in different challenges.

Procedures

If a pupil or staff member is bereaved, we will commit to supporting both them and their family in the following ways.

1. Establish a core group of staff responsible for communication and co-ordination of support offered. This is usually a member of the senior leadership team (SLT), the class teacher and support staff member. There will be a point of contact.
2. Following a death and before a bereaved pupil or staff member returns to school, a nominated person with experience and skills in listening and empathetic support, will contact the family/staff member to:
 - Acknowledge the bereavement and offer the school's condolences
 - Establish how and what information should be shared with the school community.
 - Offer a point of contact and explain ongoing support the school can offer
 - Offer bereavement resources and signpost to online advice and relevant agencies e.g. [Penhaligons Friends - A Cornish charity supporting bereaved children & young people](#) and Cruse Bereavement Support - www.cruse.org.uk.

- In the event that a death that affects the school raises media interest, only the headteacher will respond to media requests. Staff will be informed not to respond to any media requests and to refer any enquiries to the headteacher.
3. In the days after the death, we will inform staff members and pupils. This will be done in an age-appropriate and sensitive way and considering confidentiality.
 4. When the pupil/staff member returns to school we will:
 - Determine the date of the return considering the needs of the pupil/staff member;
 - Discuss the pupil/staff member's support requirements
 - Create a safe and secure environment for them to re-integrate into 'normal' school and work routines.
 5. For a bereaved pupil/staff member's remaining time in school/work we will:
 - Ensure significant dates (such as death anniversaries, birthdays and culturally significant dates such as annual festivals, Mothering Sunday and Fathers' Day) are recorded and considered;
 - Consider a pupil/staff member's bereavement when planning school activities
 6. When helping a bereaved pupil/staff member we will:
 - Ensure they know who they can reach out to for support
 - Offer them opportunities to express their reactions, feelings and emotions about their bereavement
 - Offer a safe and supervised space where a pupil can go if they need time out from a classroom or playground or room for staff because of their bereavement
 - Be vigilant for changes in behaviour that may be a sign of a mental health condition, or other illness or risk to health and safety
 7. To enable and support, we will:
 - Ensure staff involved in planning school activities and lessons are helped to:
 - ❖ identify content that may be triggering for bereaved pupils and to manage its delivery with care and sensitivity,
 - Provide bereavement training
 - Give supportive HR management and peer support to staff
 8. If a bereaved pupil/staff member is showing signs of suffering from a mental health condition, or other illness, or any indicators or risks of harm, we will ensure that information is shared with the family/next of kin, and signpost to appropriate agencies for help and support.

9. We will, every two years:

- Review age-appropriate bereavement tools, such as websites, books and other resources, charities and mental health services.