



# Davenant Foundation School

## Bereavement Policy

**Last Reviewed:** June 2024

**Next Review:** June 2025

This policy has been reviewed and to the best of our knowledge, we do not feel that it impacts on any group or individuals' equality rights within our school community

### *POLICY DETAILS*

| <b>Policy Name</b>   | <b>Bereavement Policy</b> | <b>Committee Responsible</b> | Personnel  |
|----------------------|---------------------------|------------------------------|------------|
| <b>Status</b>        |                           | <b>Committee Person i/c</b>  | DHL        |
| <b>Produced by</b>   | DHL                       | <b>First Agreed</b>          | 14/05/2020 |
| <b>Date Produced</b> | 11 May 2020               | <b>Last Review Date</b>      | June 2024  |
| <b>References</b>    |                           | <b>Next Review Date</b>      | June 2025  |

### **Introduction**

Within our school community there will almost always be some recently bereaved children who are struggling with their loss, or sometimes the death of a member of staff or pupil or parent/carer may have an impact on the whole school community. Whilst we would hope to not encounter such circumstances, we have this Bereavement Policy in place so we can be proactive, rather than reactive, in these very sensitive situations.

Usually, support and understanding in the familiar and secure surroundings of our school, along with that provided by their family, friends and place of worship might be all the bereavement support most children or staff require. However, we recognise that referral to more specialist support may be necessary where the impact of grief is more complex.

### **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children Act 1989
- Employment Rights Act 1996
- Equality Act 2010

- Parental Bereavement (Leave and Pay) Act 2018
- The Parental Bereavement Leave Regulations 2020

This policy operates in conjunction with the following school policies:

- Child Protection Policy
- Emotional Wellbeing and Mental Health Policy
- Behaviour Policy
- Anti-bullying Policy
- Disciplinary and Dismissal Policy
- Staff Leave of Absence Policy

Where appropriate Davenant will seek support from the faith communities. In the case of a major disaster the school will draw on these communities to supply support and guidance through one-to-one mentoring and through assemblies or where appropriate public services. In individual cases the school may liaise with the church or synagogue of the family affected. If the family need additional faith-based support the school will draw on the wider faith community.

### **Aims and ethos**

As we recognise that most children and adults can be effectively supported through bereavement and loss by those with whom they already have relationships, we want to equip school staff and others to respond effectively and confidently to a death in the school community. It is important too that we recognise that everyone experiences bereavement and grief differently and that there is no right or wrong way to do it. Therefore, it is our aim:

- to provide appropriate support to pupils and/or staff before (where applicable), during, and after a bereavement
- to provide a safe and calm environment for pupils and staff
- to ensure there is effective communication between home and school and to provide parents with information on how to access other support (if it is required)
- to work with the local authority and other partners as appropriate

### **The role of the governing body**

- To approve policy and ensure its implementation and regular reviews
- To ensure there is a whole school approach to supporting emotional wellbeing

### **The role of the head teacher**

- To have oversight of support required and provided, liaising with external agencies as appropriate
- To be the first point of contact for the family/child concerned
- To respond to media enquiries if required
- To keep the governing body fully informed

- To ensure staff are appropriately trained around bereavement and undertake actions set out in this policy (such as how to share sad news with pupils), including a deputy for the role of the head teacher should the event mean the head is unable to complete this role

### **The role of the Local Authority (LA)**

- To advise and support school staff as required
- To signpost to referral pathways and other means of support
- To provide information, guidance and support for all schools (available on Essex Schools InfoLink)

### **The role of staff**

- To provide a safe and calm environment for all
- To act as a 'trusted adult' to support pupils and proactively enable them to have the time and space to talk
- To be mindful and sensitive of the challenges that key academic topics may have for those bereaved.
- To monitor the wellbeing of their pupils, identify concerns and escalate where additional support may be required
- To ensure any safeguarding concerns are shared with the Designated Safeguarding Lead

### **Procedures following a bereavement or wider scale tragedy**

1. Wherever possible (and if deemed appropriate), the Headteacher/ Pastoral Leads will attempt contact with the bereaved family before taking **any** other action. This is to ensure any communications to the wider school community (and the media) are factual, avoid rumour or confusion and are aligned with the family's wishes. Where it has not been possible to establish contact with the family, and news of the death is already in the public arena, the Headteacher will need to manage this and will do so, taking advice from the local authority
2. The Headteacher will inform staff of any death and agree how information will be shared with pupils and the wider school community
3. The Headteacher and staff will agree how to share information with pupils in a supportive and age-appropriate way
4. The Headteacher/ Pastoral Lead will prepare a communication to parents / carers where deemed necessary to inform them of the death and advice about how to support their child, should they be affected
5. The Headteacher will agree a statement for the media, where this is required, linking with the local authority as appropriate

6. The Headteacher will adapt the school day and timetable if necessary to enable appropriate support to be provided. This support may be from school staff and / or from the local authority Education Psychology Service/ Faith leaders or other appropriate agencies
7. The Headteacher will make arrangements in school for appropriate ways of marking the death; book of condolence, assembly, charitable event.
8. In consultation with the bereaved family, arrangements for funeral attendance will be clarified, with the consideration of full or partial school closure in some circumstances
9. The Headteacher and staff will monitor the wellbeing of all pupils identifying any concerns and escalating where additional support may be required
10. The school will record any concerns about a child's wellbeing on their file to ensure any future school is aware that additional support may be required
11. The school will provide or source appropriate counselling if needed

## 2. Informing staff and governors

Staff and governors will be informed of the death before pupils. All staff and governors will be invited to a meeting by the headteacher as soon as practicable. Absent staff and governors, including part-time and peripatetic staff, will be identified so they can be informed as soon as possible. If it is not possible for absent staff to be told in person, a phone call will be arranged.

Any information provided to staff and governors during the meeting will have prior approval from the family.

- During the meeting, the headteacher, with the support of pastoral staff, will:
  - Explain what happened leading up to the death.
  - Give a factual explanation of how the death occurred.
  - Allow time for staff and governors to discuss what has happened and how they feel.
  - Designate a member of staff as media spokesperson who will be responsible for liaising with the media as required.
  - Identify what internal and external support is available to staff and governors.
  - Discuss the arrangements for informing pupils, including whether all pupils will be told and who will be responsible for informing them.

Staff members that will be responsible for informing pupils about the death will be provided with a script which sets out what pupils should be told and includes information on how to answer some difficult questions. The headteacher and relevant pastoral staff will create the script, with input from the family.

### 3. Informing pupils

The headteacher will have a discussion with the family about whether all pupils need to be informed about the death. If the death affects the whole school, e.g. the death of a staff member or pupil, the headteacher will strongly recommend to the family that all pupils should be informed; however, if the death does not affect the whole school, it may be more appropriate to just inform certain groups of pupils. The headteacher will make the final decision regarding which pupils will be informed.

Where possible, pupils will be informed about the death in small groups at the same time by a member of staff that is familiar to them, e.g. during form time.

Pupils with specific needs that may influence their response to being informed about the death will be identified and told separately. These needs include the following:

- Pupils that had a long-term and/or close relationship with the individual who has died
- Pupils with a history of loss
- Pupils with SEND
- Pupils who have difficulty managing their emotions or behaviour

Staff responsible for informing pupils will use the script provided to them. To ensure all pupils are told about the death in an age-appropriate way, a number of scripts may be created and distributed to staff with clear instructions of which script to use for which year group.

Where possible, a member of pastoral staff will be present when pupils are told about a death so they can help with answering any questions. Pupils will be given time to ask questions about what has happened and to talk about how they are feeling. Any questions that are asked by pupils will be answered factually. Pupils will be told where they can go to in school for support and will also be directed to any external support.

#### **Informing pupils in a large group**

If it is not possible to inform pupils about a death in small groups, the headteacher, in communication with the family, will decide if it would be appropriate to inform pupils in a large group, e.g. during an assembly.

Where an individual pupil has been bereaved, they will be asked if they want to attend the assembly and, if they do not want to be involved, appropriate support will be arranged for the pupil during and after the assembly. The headteacher will tell the family and, where relevant, the bereaved pupil exactly what they will say and to whom. The headteacher, with support from relevant pastoral staff, will deliver the information to pupils. After pupils have been informed, they will go to their form rooms and be given time to express any thoughts or feelings about what they have been told.

### 4. Informing parents

The headteacher will have a discussion with the family about whether any parents need to be informed about the death. If the death affects the whole school, e.g. the death of a staff member or pupil, the headteacher will strongly recommend to the family

that all parents should be informed; however, if the death does not affect the whole school, it may be more appropriate to just inform parents that are directly affected, if any.

A nominated member of staff will compose a letter to parents about the death. The letter will contain the basic, factual information about the death, information about how the school is supporting pupils, how they can support their children, and who to direct questions or concerns too.

## 5. Funerals

If appropriate, the headteacher will discuss with the family whether any staff, governors or pupils are able to attend the funeral. With the family's approval, the headteacher will arrange for the school to be represented at the funeral and identify which staff and pupils may want to attend.

The headteacher and chair of governors will decide if it is necessary for the school to be fully or partially closed during the funeral. Transportation to and from the funeral will be arranged for staff and pupils, as appropriate. Necessary cover arrangements will be made for staff attending the funeral.

## 6. The media and social media

Any communication with the media or social media activity will be agreed with the family. Only the appointed media spokesperson will deal with media enquiries and communications. Staff, governors and pupils will not respond to any media enquiries themselves or make any public statements about the death.

Staff, governors and pupils will not post any information about the death on social media. The media spokesperson will investigate any post made regarding the death and will refer any concerns to the headteacher. If information about the death is circulated on social media prior to the school making an official statement, the headteacher and media spokesperson will release a statement on the school's social media channels, with the agreement of the family, to prevent rumours from spreading. Comments and other activity on school-posted social media statements will be monitored and moderated by the media spokesperson. If staff, governors or pupils find any false, negative or malicious information being posted about the death on social media, they will report this to the headteacher.

If a member of staff is found to have been posting content on social media or providing information to the media that is false, negative or malicious, action will be taken in line with the Disciplinary Policy and Procedure. If a pupil is found to have been posting content on social media or providing information to the media that is false, negative or malicious, action will be taken in line with the Behavioural Policy.

## 7. Support for the family

The headteacher will be the main point of contact between the school and the family, or will appoint another member of staff to this role where necessary or more appropriate. The headteacher will invite the family into the school to discuss how the school can best support them. The family's wishes and feelings will always be considered and respected when making decisions and conducting activities relating to the death.

Any support that is put in place will be decided on a case-by-case basis, depending on the family's needs and wishes. Support may include, but is not limited to, the following:

- Sending a letter of condolence
- Giving the family the opportunity to collect any personal belongings of the person who has died
- Inviting the family to commemorative events held by the school

## 8. Support for staff

Staff directly affected by the death, e.g. if they are a relative or close friend of the individual that has died, will be identified and the appropriate support will be put in place. The level of support will be decided on a case-by-case basis by the headteacher, and may include the following:

- Ensuring the staff member is not left on their own
- Arranging for lessons or other duties to be covered
- Organising bereavement leave

### 1. Entitlement to parental bereavement leave

Statutory parental bereavement leave is available to employees who are parents (primary carer – see below) of a deceased child under the age of 18. It also covers parents who suffer a stillbirth 24 weeks or more into pregnancy.

This is a "day one" right, meaning that employees will not require a minimum period of service to be able to take the leave (although there will be a qualifying period for statutory parental bereavement pay (see 6. below).

The entitlement is focused more on who has responsibility as the primary carer for the child and less on the legal status between the adult and the child. The new law is based on the concept of a "parent in fact" which is any individual who has, for a continuous period of at least four weeks before the child dies, been living with the child and having "day to day" responsibility for the child.

This means that entitlement will cover:

- All birth parents unless they were not the child's primary carers (so the birth parents of children who have been adopted would not be entitled to leave).
- Adults with parental responsibility for children in "non-traditional family structures" for example the partner of a bereaved parent who is living with them and in an enduring family relationship.

- Adoptive parents.
- Individuals who are fostering to adopt.
- Legal guardians; and
- Most foster parents (although short-term arrangements, such as emergency foster care lasting less than 4 weeks, are not covered).

## 2. Amount of Parental Bereavement Leave

The maximum amount of parental bereavement leave is two weeks. Leave must be taken in units of one week. Bereaved parents will not be entitled to take the leave as individual days.

Bereaved parents will be able to take the leave as:

- a single block of two weeks; or
- two separate blocks of one week at different times (for example the first week immediately after the child's death and the second week at the time of the funeral).

## 3. Timing of Parental Bereavement Leave

The leave must be taken within 56 weeks from the date of the death of the child, giving bereaved parents flexibility as to when they take the leave.

The 56-week time period also means that employees who are already entitled to family leave, such as maternity leave, will be able to add their parental bereavement leave on to the end of their maternity leave.

In the case of stillbirth at or after 24 weeks, maternity leave is triggered, and Parental Bereavement Leave can be taken at the end of the statutory maternity leave period.

## 4. Notice requirements for parental bereavement leave

Notice requirements for employees to take parental bereavement leave will be split into two timeframes:

### 4.1 Leave to be taken at the time of death (the initial period)

Bereaved parents will be able to take the leave straightaway, without having to give a set period of notice. They must notify their employer before they would be due to start work on their first day of absence or as soon as is reasonably practicable.

They will still have to let their employer know:

- the date of the child's death.
- the reason for their absence from work and that they wish to take parental bereavement leave.
- when they wish to commence their parental bereavement leave; and
- whether they intend to take one or two weeks leave.

### 4.2 Leave taken after the initial period

If the leave is beginning after the initial period, a notice requirement applies. After the initial period, bereaved parents will normally have to give at least one week's notice of their intention to take parental bereavement leave.



## 5. Evidence requirements

As this is such a sensitive and difficult time for bereaved parents, the evidence requirements are minimal. There is no requirement for the notice of intention to take leave in writing.

Informal notification, such as a phone call or email, will be sufficient. The necessary information should be obtained in a sensitive and discreet manner.

There is no need for the employee to provide a copy of the child's death certificate or a letter from the child's doctor.

## 6. Entitlement to statutory parental bereavement pay and eligibility criteria

Statutory bereavement pay will consist of either [lower rate statutory parental bereavement pay](#) or 90% of average earnings whichever is the lesser.

To be eligible for statutory parental bereavement pay, bereaved parents will be required to have:

- at least 26 weeks' continuous employment with their employer ending with the week before the week in which their child dies, and
- normal weekly earnings in the eight weeks up to the week before the child's death that are not less than the lower earnings limit for national insurance contribution purposes.

and still be employed by that employer on the day on which the child dies.

Employees must give their employer notice of the weeks during which they wish to claim statutory parental bereavement pay.

This notice should normally be given before the end of a period of 28 days starting on the first day for which they are claiming statutory bereavement pay or as soon as reasonably practicable to do so.

## 7. Evidence requirements for statutory parental bereavement pay

Employees will be required to provide a written declaration confirming they meet the eligibility requirements to receive statutory parental bereavement pay. They must provide to their employer:

- their name;
- the date of the child's death; and
- a declaration that they have a relationship with the deceased child that entitles them to statutory parental bereavement pay.

## 8. Other support for bereaved parents

It is likely that bereaved parents will need more than two week's leave and Parental Bereavement Leave will be the minimum entitlement.

The Leave of Absence Policy will already provide entitlements to compassionate leave and these options should be considered in conjunction with statutory parental bereavement leave and pay. In addition, employers may consider:

- providing employees with more than two weeks' bereavement leave.
- paying bereaved employees their full pay for some or all of their Parental Bereavement Leave.
- allowing employees' the option to take additional discontinuous days' paid bereavement leave.

All staff members will be offered the opportunity to speak to a member of the pastoral team one-to-one. Staff members will be given information about the in-school and external support they can access.

A designated room will be made available to staff where they can go during break and lunchtimes to meet with other staff and share their thoughts and feelings. Staff will be vigilant to the signs that indicate their colleagues have been affected by bereavement and will offer them support or make a referral to a member of pastoral staff.

## 9. Support for pupils

### **Pupils that have experienced a significant bereavement, e.g. of a family member**

A member of staff that is familiar with the pupil will be appointed to act as their main point of contact – the pupil will be made aware of who the staff member is. The headteacher will contact the pupil's family to discuss whether the pupil will be attending school. Any support put in place for a pupil will be pupil-led, based on their needs and wishes.

When deciding what support will be put in place for a pupil, the impact the death will have on the pupil will always be considered in the context of pre-existing factors. The following contextual factors will be considered:

- The circumstances surrounding the death, e.g. was it under traumatic circumstances, was the death expected, or did multiple people die?
- The relationship between the pupil and the person who has died.
- The ability of the pupil's family to support them following the death, e.g. if a pupil's parent has died, how able is the surviving parent to support the pupil?
- Family factors such as size, financial state, structure, style of coping, communication and stressors that affect the child.
- The support the pupil has from their peers and other organisations and people.
- Characteristics of the pupil, including their age and any SEND they have.

The pupil will be a part of discussions regarding who should be informed about the death and how, where appropriate.

If a pupil chooses to attend school immediately after a bereavement, they will be allowed a flexible timetable and staff members will be made aware that the pupil may not be able to work to their usual capacity. The designated staff member will keep in communication with the pupil's family to inform them about how the pupil is doing. If the pupil is absent from school following the bereavement, they will be made aware of who has been informed about what has happened and what they were told.

The designated staff member will make regular contact with the pupil during their absence. The headteacher, designated staff member, pupil and the pupil's family will make arrangements for the pupil's return to school, e.g. a phased return.

If a death occurs soon before or during a time where the pupil will take an exam, the headteacher will report the circumstances to the exam board who will decide if special considerations apply. If a pupil misses an exam due to the death of a close family member or friend, the headteacher will report this to the appropriate exam board who will then make a decision as to whether special considerations can be applied.

Any safeguarding concerns regarding a bereaved pupil will be dealt with in line with the Child Protection and Safeguarding Policy.

### **Support for all pupils**

All pupils, even those not directly affected by the death, will need to be supported following a death, particularly if the death affects the whole school community, e.g. the death of a staff member. Pupils will be given the opportunity to speak to a member of pastoral staff. Staff will talk to pupils about what has happened using age-appropriate and developmental stage appropriate language.

Following a death in the school community, pupils will be invited to take part in remembrance activities, e.g. remembrance assemblies.

Staff will identify any pupils that may need more direct support and make a referral to the headteacher who will assess what support might be required in collaboration with pastoral staff.

## **10. Behaviour and SEMH issues**

Staff will remain vigilant to the following behaviours that a pupil may display immediately after the death of someone close to them:

- Inability to concentrate
- Lack of motivation
- Tiredness and irritability
- Heightened sensitivity to comments and remarks
- Inability to take others' feelings into account
- Anger, frustration or aggression
- A general change in behaviour, e.g. becoming unnaturally quiet or withdrawn
- Anxiety
- Being easily upset by events that would normally not affect them
- Physical complaints, such as headaches, stomach aches and a general tendency to be prone to minor illness

The pupil's designated staff member will keep in contact with the pupil's family and share information about how the pupil is behaving at school and home.

Any challenging behaviour displayed by bereaved pupils will be addressed using the individual graduated response outlined in the Behavioural Policy.

A record will be made of anniversaries and days with regards to the death which may act as a trigger for challenging behaviour.

Any incidents of bullying, where a bereaved pupil is the victim or perpetrator, will be addressed in line with the Anti-bullying Policy, taking into account the pupil's needs and circumstances.

The headteacher will ensure that all staff members are aware of the lasting impact that bereavement can have on a pupil's mental health, behaviour and education.

All staff members will remain vigilant to signs that a bereaved pupil is facing difficulties in relation to their psychological, physical and social development and will refer the pupil to pastoral staff who will put appropriate support in place. The school's Social, Emotional and Mental Health (SEMH) Policy will be followed to ensure pupils that may be vulnerable to developing or experiencing SEMH issues following a bereavement can be identified and appropriately supported.

## 11. Specific circumstances

The procedures outlined in this policy will be followed for all deaths affecting the school community and individual pupils; however, specific measures will be implemented for certain circumstances.

### **Pre-bereavement – when a family member is not expected to live**

If a pupil has an illness where they are not expected to live, their family will make the school aware of the situation and the school will ensure the appropriate support is in place. A member of pastoral staff will meet with the pupil fortnightly to provide the pupil with an opportunity to talk about what is happening and how they are feeling.

All staff will remain vigilant to signs that the pupil is facing challenges in relation to their psychological, physical and social development and will refer any concerns to pastoral staff who will ensure appropriate support is put in place.

### **Pupils with a life-threatening illness**

Pupils with life-threatening illnesses will be encouraged to take part in school routines as much as possible, and the school will continue to expect the usual standards of behaviour as appropriate.

The headteacher, the pupil and their family, and other relevant staff members (e.g. a member of pastoral staff) will decide how to share the news that a pupil is terminally ill with the school community. Other pupils will be informed about how they can best support the pupil in the most appropriate way.

If the pupil is receiving treatment from a local hospice or hospital, the key professional responsible for the pupil will be identified and the headteacher will contact this person for advice and support as necessary.

## **Suicide**

The school will respond to a suspected suicide within 48 hours. The headteacher, or other appointed member of staff, will contact the police or the family as soon as possible to confirm the death and whether it is being treated as a suicide.

If the family does not wish the cause of death to be disclosed to the school community, the school will state that the nature and cause of death are still being determined and that additional information will be forthcoming. If the death is subject to an ongoing investigation, the headteacher will check with the police before speaking about the death with pupils who may need to be interviewed by the police.

Staff will be told about the death first, in line with section 4 of this policy. The script that staff will use to inform pupils of the death will be factual while avoiding excessive detail about the suicidal act itself.

Immediate emotional support will be arranged for any pupils and staff who require it. A designated room will be set up where pupils and staff can go to if they are struggling with the news.

Liaison with the media will be handled in line with section 8 of this policy. Any information distributed to the school community and media regarding the death will:

- Be factually correct but not include detail of the cause of death or method used.
- Not romanticise, glorify or vilify the death.
- Not include details of any suicide note.
- Not include speculation over the motivation for suicide.

Research indicates that pupils that have been directly affected by suicide are at an increased risk of taking their own life. Staff will report any concerns about pupils to the headteacher and the appropriate support will be put in place or a referral to specialist services will be made in line with the Social, Emotional and Mental Health (SEMH) Policy.

Any memorial activities conducted by the school will be held within two weeks of the death; following this, any memorial material will be given to the family. Permanent memorials will not be held at the school; however, the school may set up a memorial on the website that will be moderated by a designated member of staff and removed after an agreed time.

Pupils and staff will be warned about the risks of un-moderated online memorials (e.g. those on social media), such as their comments becoming public without their permission and online memorials attracting negative comments.

## **Cultural and religious behaviours**

The school will keep in mind the cultural attitudes and behaviours relating to a death and will make sure these needs are taken into consideration when putting support in

place for those affected, including the length of bereavement leave for members of staff.

### **Forces' families**

The needs and feelings of bereaved forces' pupils will always be considered prior to any school activities relating to the armed forces, e.g. commemorating Armed Forces Day, and additional support will be put in place for pupils as required.

Appropriate support will be implemented for bereaved forces' pupils, particularly during times of change. Bereaved forces' pupils will be protected from any unwanted media attention and there will be a designated area in school that the pupil can go to if they are feeling overwhelmed.

### **A death involving murder or manslaughter**

The headteacher will contact the police or the family to establish the facts about what has happened. A designated staff member will be available to talk to the pupil to help them to answer any questions they may get from their peers about what has happened.

Research indicates that pupils that have been bereaved due to murder or manslaughter can be at significant risk of developing PTSD. Any concerns relating to the pupil will be addressed in line with the Social, Emotional and Mental Health (SEMH) Policy. Media personnel will not be permitted onto the school site at any time.

## **12. Remembrance activities**

Following a death in the school community, the school may conduct some remembrance activities, e.g. a remembrance assembly. The family will always be consulted prior to any remembrance activities being planned and will be invited to take part in the activities.

All members of the school community, including staff, governors, pupils and parents, will be invited to take part in remembrance activities. All remembrance activities will be planned so that they are respectful of the culture and religious beliefs of the family.

## **13. Managing transitions**

Information about pupils that have been bereaved will be recorded. This information will be shared with relevant parties at key transition points, including the following:

- If the pupil moves school
- If the pupil moves class
- When the pupil will be taught by a new teacher

Good communication will be established with feeder schools so pupils that have experienced bereavement can be identified.

## 14. Teaching about bereavement and grief

Different aspects of the curriculum will be used to discuss relationships, feelings and emotions, and to think about how to manage these in relation to family events and death. Before delivering any lessons that cover topics of death and bereavement, the teacher will consider how the lesson may affect the bereaved pupils they are teaching. Bereaved pupils and their families will be consulted over whether it is appropriate for them to attend lessons about death or bereavement, and alternative arrangements or additional support will be put in place as required. Where appropriate, the teacher will discuss what the lesson is going to cover with the pupil and will work with the pupil to design activities that the pupil feels they are able to get involved with.

Any lessons covering topics of death or bereavement will take account of religious and cultural beliefs.

## 15. Staff training

If any members of staff are not confident in delivering some level of bereavement support to pupils or other staff members, or in implementing this policy, they will speak to the headteacher who will arrange for the staff member to undergo the appropriate training.

The headteacher will check if the staff that work for third party providers that deliver extra-curricular activities for pupils have received bereavement training and will recommend them to do so if this training has not been undertaken.

## 16. Monitoring and review

This policy will be reviewed on an annual basis by the governing board and headteacher. Any changes to this policy will be communicated to all staff members and all relevant stakeholders.