



Tredington Primary School

LOSS & BEREAVEMENT Procedure for a death within the school community April 2020

To be reviewed September 2020

**"Death neither obeys the school timetable nor appears on it...it
enters the classroom without knocking."**

Winston's Wish

Death within the school community.

If there is a death of a child:

Parental wishes will always be prioritised throughout the school procedure process.

The following will be informed verbally by Head teacher in this order where possible:

Chair of Governors Ann Ruddy

Bereavement Team: Liz Sim, Sarah Lyddon, (Cath Pollard)

SLT: Charlotte Walsh, Jo Pietruszewski

Teaching Staff

Teaching Assistants

All other staff

Volunteer (Sue M)

The governors will then be informed by a confidential email.

The following will be informed by telephone by members of the Bereavement Team.

The parents/guardians/carers of class members of the deceased.

(Where parents are not together, both parents will be informed in line with the contact list.)

All other parents/guardians/carers within the school community will be informed by a confidential email.

Where contact has not been established verbally, a message will be left requesting that the teacher/teaching assistant/staff member/parent/carer contact the school as soon as possible.

The Bereavement Team will be available to support any parent/carer who feels that they need support.

Support for the children will be in-line with advice from GCC.

No comment will be made to the press or any agency without first being advised by GCC.

If there is a death of a staff member:

For all staff, please read this document carefully. This is the procedure we will follow unless advised separately by yourself at this time or your family.

The following will be informed verbally by the Head teacher in this order where possible:

Chair of Governors Ann Ruddy

Bereavement Team: Liz Sim, Sarah Lyddon, (Cath Pollard)

SLT: Charlotte Walsh, Jo Pietruszewski

Teaching Staff

Teaching Assistants

All other staff

Volunteer (Sue Martin)

The governors will then be informed by a confidential email.

The following will then be informed by telephone by members of the Bereavement Team.

The parents/guardians/carers of children in the class of the staff member if the staff member was class based.

(Where parents are not together, both parents will be informed in line with the contact list.)

All other parents/guardians/carers will be informed by a confidential email.

Where contact has not been established verbally, a message will be left requesting that the teacher/teaching assistant/staff member/parent/guardian/carer contact the school as soon as possible.

The Bereavement team will be available to support any parent/guardian/carer who feels that they need support.

Support for the children will be in-line with advice from GCC.

No comment will be made to the press or any agency without first being advised by GCC.