



ST MARY'S
CATHOLIC SCHOOL

POLICY ON BEREAVEMENT

Rationale:

To ensure that all members of the school community receive support at this difficult time.

Guidelines:

- Staff receiving information regarding a bereavement should notify the Headteacher who will inform the Deputy Headteacher, Assistant Headteachers (pastoral), Chaplain and the subject leader for RE
- The lead manager will usually be the Deputy Headteacher (Pastoral). This role may be taken by another senior manager where this is more appropriate.
- Parents will be encouraged, via the New Intake Booklet, to report bereavements to the Deputy Headteacher (Pastoral).
- Support will be offered in the form of:
 - ◆ a Mass for the deceased, with the family invited to join with the school community
 - ◆ telephone support
 - ◆ home visits where appropriate
 - ◆ adjustments to working hours and responsibilities
 - ◆ school representation at the funeral
- Outside agencies will be notified if appropriate, in line with the Staff Well-being Policy, and the Critical Incident Recovery Plan. The school Chaplain and school nurse will be included as appropriate.
- Diocesan, parish and governor links will be activated, where appropriate.

Evaluation Criteria:

Bereaved members of the school community feel that there has been community support, pastoral care, and concern for the individual and his/her family.

Reviewed: May 2016

Governor Committee: Pastoral

Next review: May 2020