

High Tunstall College of Science



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Bereavement Policy

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Statement of intent

At High Tunstall College of Science, we understand that bereavement is faced by members of our College community at different times, whether this is the death of a family member, a friend, or a member of the College community. We understand the importance of providing support to students, staff, governors and the wider College community during and after bereavement.

This policy provides a framework whereby this support is provided and outlines how the College will respond to these sensitive situations.

NB. In this policy, all mentions of 'the family' refer to the family of the deceased individual. The wishes of the family will always be considered when carrying out any of the actions outlined in this policy. If the family objects to any of the procedures, the College will work to ensure reasonable adjustments are made.

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

This policy has been created with due regard to the following guidance:

- DfE (2018) 'Mental health and behaviour in Colleges'
- Department for Business, Energy and Industrial Strategy (2018) 'Good Work Plan'
- DfE (2020) 'Keeping children safe in education'
- Winston's Wish (2019) 'A Guide to Supporting Grieving Children and Young People in Education'
- Winston's Wish (2019) 'A Strategy for Schools: Positive Responses to Death'
- Samaritans (2017) 'Help When We Needed it Most'
- Child Bereavement UK (2018) 'Colleges' Information Pack'

This policy operates in conjunction with the following College policies:

- Child Protection and Safeguarding Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Behaviour Policy
- Disciplinary Policy and Procedure
- Anti-bullying Policy

2. Roles and responsibilities

The Governing Body will be responsible for:

- Overseeing the implementation of this policy.
- Reviewing this policy with the Headteacher on an annual basis to ensure its effectiveness.

The Headteacher will be responsible for:

- The overall implementation of this policy.
- Liaising with external agencies, as appropriate.
- Informing governors and staff when a death occurs and arranging for students to be informed, as appropriate and with approval from the family.
- Being the first point of contact for staff, students and parents directly involved in a death, or designating this role to another appropriate member of staff.
- Responding to any enquiries from the media or the wider College community, or appointing a member of staff to undertake these duties.

- Ensuring staff have the necessary training to support bereaved students and to deliver sensitive news.

Pastoral staff will be responsible for:

- Undertaking bereavement support training and conducting in-College training to share their knowledge with other staff.
- Supporting the Headteacher in carrying out the procedures outlined in this policy.
- Supporting staff, students and parents following a death, as directed by the Headteacher.
- Supporting other staff members with communicating the news of a death.
- Making referrals for students, staff and other members of the College community to receive support.

The media spokesperson will be responsible for:

- Liaising with the media as required.
- Monitoring media and social media activity regarding the death.
- Respecting the family's wishes in relation to what information can be provided to the media.

All staff members will be responsible for:

- Undertaking any bereavement support training arranged by the Headteacher or pastoral staff.
- Seeking support from pastoral staff as appropriate.
- Supporting their colleagues and students following a death, as appropriate.

3. The Initial Response

If the family or member of staff contacts the College to inform them of a death, the member of staff that answers the phone will transfer the call to the Headteacher or the most senior member of staff available.

If the College is made aware of the death through a source other than the family, the Headteacher will contact the family either by phone or through a home visit.

The Headteacher will gather factual information about what has happened and establish the family's wishes with regards to what information will be communicated to the College community and how.

If a death affects the entire College, e.g. the death of a student or member of staff, the Headteacher will inform the family that staff and students will be informed as soon as possible.

If the death affects an individual member of staff, e.g. the death of a relative, the Headteacher will ask the member of staff if they would like this to be communicated to any of their colleagues. If it is decided that the death will be communicated, the Headteacher will discuss with the staff member what information will be communicated and how they would like it to be delivered.

If a death affects an individual student, e.g. the death of a parent, the Headteacher will ask the family if they would like this to be communicated to the College community. If it is decided that the death will be communicated, the Headteacher will discuss with the family, and the student if possible, what information will be communicated and how the family would like it to be delivered.

If the death of a student's family member occurs while the student is at College, a member of the student's family will be asked to come to the College to inform the student of what has happened and to take them home. If this is not possible, arrangements will be made for a member of staff to take the student home.

The Headteacher will make contact with any other agencies as required, e.g. the police and will decide if any temporary variation needs to be made to the College timetable, e.g. rearranging or cancelling certain lessons.

In the event of the death of the Headteacher, the Deputy Headteachers will be responsible for the duties outlined above.

4. Informing staff and governors

Staff and governors will be informed of the death before students. 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 students, including whether all students will be told and who will be responsible for informing them.

Staff members that will be responsible for informing students about the death will be provided with a script which sets out what students 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.

5. Informing Students

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

Where possible, students 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.

Students 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:

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

Staff responsible for informing students will use the script provided to them. (Appendix B). To ensure all students 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 students are told about a death so they can help with answering any questions. Students 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 students will be answered factually. Students will be told where they can go to in College for support and will also be directed to any external support.

Informing Students in a large group

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

Where an individual student 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 student during and after the assembly. The Headteacher will tell the family and, where relevant, the bereaved student exactly what they will say and to whom.

The Headteacher, with support from relevant pastoral staff, will deliver the information to students. After students have been informed, they will go to their classrooms and be given time to express any thoughts or feelings about what they have been told.

6. 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 college, e.g. the death of a staff member or student, the Headteacher will strongly recommend to the family that all parents should be informed; however, if the death does not affect the whole college, 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 College is supporting students, how they can support their children, and who to direct questions or concerns to.

7. Funerals

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

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

8. 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 students will not respond to any media enquiries themselves or make any public statements about the death.

Staff, governors and students 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 College making an official statement, the Headteacher and media spokesperson will release a statement on the College's social media channels, with the agreement of the family, to prevent rumours from spreading.

Comments and other activity on College-posted social media statements will be monitored and moderated by the media spokesperson. If staff, governors or students 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 student 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 Behaviour Policy

9. Support for the family

The Headteacher will be the main point of contact between the College and the family, or will appoint another member of staff to this role where necessary. The Headteacher will invite the family into the College to discuss how the College 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 could include 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 College

10. 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

Any member of staff who lose a child under the age of 18, or suffer a stillbirth from 24 weeks of pregnancy, irrespective of how long they have worked at the College, will be given a minimum of two weeks' paid bereavement leave; if the staff member has been employed at the college for at least 26 weeks up to the end of the 'relevant week' (i.e. the week, ending with a Saturday, immediately before the week of the death or stillbirth), they will be able to claim Statutory Parental Bereavement Pay (SPBP). To be eligible, the staff member must also:

- Continue to be employed up to the day the child dies or is stillborn.
- Earn on average £120 a week before tax over an 8-week period.
- Give the college the correct notice and information for SPBP.

Staff may take bereavement leave as either a single block of two weeks, or as two separate blocks of one week, each taken at different times across the first year after their child's death.

Staff members will be eligible for SPBP if they meet the government's eligibility criteria in its '[Statutory Parental Bereavement Pay and Leave](#)' guidance. The government's [tables](#) showing relevant weeks and start dates for SPBP will be used to check staff members' entitlement to SPBP, and when it should be paid.

Any member of staff who loses a child after 24 weeks of pregnancy, or during maternity leave, will not lose their entitlement to maternity leave and pay.

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-College 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.

11. Support for Students

Students that have experienced a significant bereavement, e.g. of a family member

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

When deciding what support will be put in place for a student, the impact the death will have on the student 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 student and the person who has died.
- The ability of the student's family to support them following the death, e.g. if a student's parent has died, how able is the surviving parent to support the student?
- Family factors such as size, financial state, structure, style of coping, communication and stressors that affect the child.
- The support the student has from their peers and other organisations and people.
- Characteristics of the student, including their age and any SEND they have (Appendix C)

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

If a student chooses to attend College immediately after a bereavement, they will be allowed a flexible timetable and staff members will be made aware that the student may not be able to work to their usual capacity. The designated staff member will keep in communication with the student's family to inform them about how the student is doing. If the student is absent from College 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 student during their absence and be on hand to answer questions see appendix A. The Headteacher,

designated staff member, student and the student's family will make arrangements for the student's return to College, e.g. a phased return.

If a death occurs soon before or during a time where the student will take an exam, the Headteacher will report the circumstances to the exam board who will decide if special considerations apply. If a student 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 student will be dealt with in line with the Child Protection and Safeguarding Policy.

Support for all students

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

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

Staff will identify any students 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.

12. Behaviour and SEMH issues

Staff will remain vigilant to the following behaviours that a student 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 be trivial to them
- Physical complaints, such as headaches, stomach aches and a general tendency to be prone to minor illness

The student's designated staff member will keep in contact with the student's family and share information about how the student is behaving at College and home. Any challenging behaviour displayed by bereaved students will be addressed using the individual graduated response outlined in the Behaviour 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 student is the victim or perpetrator, will be addressed in line with the Anti-bullying Policy, taking into account the student's needs and circumstances.

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

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

13. Specific Circumstances

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

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

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

All staff will remain vigilant to signs that the student 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.

Students with a life-threatening illness

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

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

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

Suicide

The College 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 College community, the College 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 students 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 students of the death will be factual while avoiding excessive detail about the suicidal act itself.

Immediate emotional support will be arranged for any students and staff who require it. A designated room will be set up where students 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 College 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 students that have been directly affected by suicide are at an increased risk of taking their own life. Staff will report any concerns about students 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 College 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 College; however, the College may set up a memorial on the website that will be moderated by a designated member of staff and removed after an agreed time.

Students 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 College 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' students will always be considered prior to any College activities relating to the armed forces, e.g. commemorating Armed Forces Day, and additional support will be put in place for students as required.

Appropriate support will be implemented for bereaved forces' students, particularly during times of change. Bereaved forces' students will be protected from any unwanted media attention and there will be a designated area in College that the student 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 student to help them to answer any questions they may get from their peers about what has happened.

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

14. Remembrance Activities

Following a death in the College community, the College 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 College community, including staff, governors, students 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.

15. Managing Transitions

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

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

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

16. 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 students they are teaching.

Bereaved students 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 student and will work with the student to design activities that the student feels they are able to get involved with.

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

17. Staff Training

All pastoral staff will receive training in bereavement support. Pastoral staff will organise whole-College training sessions to share their knowledge with all staff members, including support staff.

If any members of staff are not confident in delivering some level of bereavement support to students 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 students have received bereavement training and will recommend them to do so if this training has not been undertaken.

18. Monitoring and review

This policy will be reviewed on an annual basis by the Governing Body and Headteacher. The next scheduled review date for this policy is May 2022. Any changes to this policy will be communicated to all staff members.

Appendix A - Designated supporting adult

The time away from College will vary from student to student but when they do return, they may have a number of concerns – you will only know what these are and how they might be resolved if you ask. Some of the more common concerns might be:

- **How will staff and peers react**– who has been told, what do they know, what will be said, how much will I have to say to people?

You can help by - meeting with them to welcome them back, acknowledge the death and talk through their concerns. Saying something simple like *“I am sorry to hear that your dad died – sometimes it helps to talk about it and if so, who would you like to be there for you?”* is usually much appreciated by them. If possible offer them choices about how things should be handled and what support would be helpful. Let staff and classmates know how they want to be received and supported.

- **Fear of sudden emotional outbursts** – anger, distress, panic...

You can help by - normalising grief reactions and giving them choices about what strategies will help them to cope in the classroom e.g. able to leave lessons without fuss – “exit card” system, where they can go, who they can talk to.

- **Fear when they realise they may not remember what the deceased person looks like**

A laminated photo of the deceased person may give enormous comfort when the visual image begins to disappear. A special teddy or other memento will often give great comfort in times of distress and upset. They may also want to show this when talking about the person who died. It should be stressed that whatever helps the child within reason should be encouraged.

- **Fear of being behind with work and unable to catch up**

You can help by - clarifying with other staff what is essential to accomplish and what can be left, and offering appropriate help to achieve what needs to be done.

- **Inability to concentrate and feel motivated or sit still**

You can help by - Reassuring them that this lack of motivation and concentration is normal and will pass. Offer shorter more manageable tasks, write down the task, give encouragement for achievements, and minimising difficulties can often help.

- **Family grief impacting on normal family functioning**

Disrupted routines, sporadic meals, chaotic bedtimes are possible reasons why they may be inadequately prepared for College, does not have the necessary equipment, and may be tired or hungry.

You can help by - Talking with them to ascertain where areas of difficulty lie and try and work out strategies with them and their family to help keep things on an even keel in College. Identify their strengths and help them build on them.

- **Unable to meet homework/project deadlines because of altered responsibilities within the family and home**

You can help by - helping them work out and meet priorities. Be flexible where possible and offer additional support where needed.

- **Forthcoming examinations**

You can help by - explaining the process of notifying examination boards and the possible outcomes.

Appendix B - Suggested scripts to use when someone dies:

"I've got some really sad news to tell you today that might upset you. I know most of you will have heard of cancer, and know that sometimes people with cancer get better, but other times people die from it. _____, the XXXX teacher and Year XXX tutor, has been ill with cancer for a long time. I have to tell you that _____ died yesterday in hospital".

"Sometimes people have accidents at work, at home, at College or on the road. People may be hurt or injured in the accident and they may have to go to hospital for treatment. Sadly, there are some accidents that cause people to die. I have some really sad news to tell you that might upset you. Yesterday _____, who is in Year XXX, was in an accident and he was so badly injured that he died".

Appendix C - Supporting children with SEND

All children benefit from being given simple, honest "bite size" pieces of information about difficult issues - often repeated many times over. For further support visit www.autism.org.uk/about/family-life/bereavement.aspx or contact Simon Says.

When talking about death and bereavement with a child with learning difficulties it might be helpful to consider: -

- **WHO** should be key worker working with the child and family - inform parents who this person will be and keep in contact, this should be someone they already have a good relationship with.
- **WHERE** is the student most receptive to new ideas? – quiet room, pool, outside. Use this space for talking with them.
- **WHAT** should be talked about? (as agreed with parents). Ensure that you use the same language and ideas as the family to avoid confusion.
- **HOW** is new information normally given? - signs, verbally, pictures. Use their normal communication methods to talk about illness and death.
- **HOW** is new information normally backed up? – you will probably need to repeat information a number of times over a long period. Do you need to make a social story? (The Educational Psychology team can assist with this)
- **PROCEED** at a level, speed and language appropriate to them.
- **BUILD** on information given – small bites of the whole, given gradually will be easier to absorb.
- **REPEAT** information as often as needed.
- **WATCH** for reactions to show the child understands – modify and repeat as needed.
- **FOLLOW** the student's lead – if indicating a need to talk or have feelings acknowledged, encourage as appropriate.
- **WATCH** for changes in behaviour to indicate the child is struggling more than they can say and offer support as needed.
- **MAINTAIN** normal daily routine as much as possible.
- **LIAISE** with other agencies involved with the student to ensure accuracy and continuity of information.

Appendix D - Further support and guidance

- www.simonsays.org.uk - Child/Adolescent Bereavement Support.
- <https://www.autism.org.uk/advice-and-guidance/topics/mental-health/bereavement> – Advice when supporting someone with autism cope with a death.
- www.childbereavement.org.uk – Supports families and professionals when a child is bereaved or facing bereavement.
- www.childhoodbereavementnetwork.org.uk - Childhood bereavement.
- www.childline.org.uk - Free national telephone helpline for children and young people.
- www.crusebereavementcare.org.uk - All aspects of bereavement.
- www.griefencounter.org.uk - Helps bereaved children & young people rebuild their lives.
- www.hopeagain.org.uk - Specifically for young people aged 12-18.
- www.supportline.org.uk - Confidential emotional support for children, young people & adults.
- www.papyrus-uk.org - Provides resources & support for those dealing with suicide, depression or distress – particularly teenagers & young adults.
- www.seesaw.org.uk - Grief support service for children and young people.
- sands.org.uk - Providing support for parents & families whose baby is stillborn or dies soon after birth.
- <https://www.facebook.com/theredlipstickfoundation.org/> - Support for families bereaved by suicide.
- www.uk-sobs.org.uk - Those who are left behind after a suicide can be helped by talking to others who have experienced a similar loss.
- www.widowedandyoung.org.uk – peer-peer network for those widowed before their 51st birthday
- www.winstonswish.org.uk - Help for grieving children and their families.

Appendix E - Calculating Statutory Parental Bereavement Pay

[This appendix details how employers can calculate Statutory Parental Bereavement Pay (SPBP) if the payroll software used by an employer does not calculate this payment. The government has not yet updated its guidance on calculating SPBP for the 2021/2022 financial year – once this is available, we will update this policy accordingly.]

Definitions

- **Qualifying child:** Eligible employees can only claim Statutory Parental Bereavement Pay (SPBP) in respect of a child under the age of 18 who dies on or after 6 April 2020. A child under the age of 18 includes babies who are stillborn after the 24th week of pregnancy.
- **Relevant week:** This is the week, ending on a Saturday, immediately before the one in which the child died or was stillborn.
- **Relevant period:** This is usually the 8-week period leading up to the relevant week. The end of the relevant period is the last normal payday on, or before, the Saturday of the relevant week. The start of the relevant period is the day after the last normal payday falling at least 8 weeks before the end of the relevant period.

Information needed

The following information is needed to calculate an employee's SPBP:

- The written declaration signed by the employee (form SPBP3) or the version received by the employer
- The date of the child's death or stillbirth
- The date the employee started or wishes to start their SPBP
- The employee's gross pay and the dates the employer paid them
- The date the employee started working for the college

The employer also needs confirmation that the employee's gross earnings:

- Are liable to the employer's Class 1 National Insurance contributions (NICs).
- Would be liable but for their age or level of earnings.

How to calculate average weekly earnings

Average weekly earnings must include all earnings on which Class 1 NICs liability is due or would be due if they were high enough. SPBP entitlement depends on the employee's average weekly earnings in a 'relevant period'. For the 2020/2021 tax year, the employee's average weekly earnings in the relevant period must be £120 or

more. To calculate the employee's average weekly earnings, divide all the earnings paid in that relevant period by the number of days, weeks or months in that period.

Example for an employee who is weekly paid where they child dies on 6 April 2020

Relevant week	Payday	Last payday at least 8 weeks before the end of the relevant period	Last payday on or before the Saturday of the relevant week
29 March 2020 to 4 April 2020	Friday	7 February 2020	3 April 2020

The relevant period is 8 February 2020 to 3 April 2020. Add up all the earnings paid between 8 February 2020 to 3 April 2020 and divide by 8 (i.e. the number of weeks in the relevant period). Do not round the figure up or down to whole pence.

Example for an employee who is monthly paid where their child dies on 6 April 2020

Relevant week	Payday	Last payday at least 8 weeks before the end of the relevant period	Last payday on or before the Saturday of the relevant week
29 March 2020 to 4 April 2020	Last working day of the month	31 January 2020	31 March 2020

The relevant period is 1 February 2020 to 31 March 2020. Add up all the earnings paid between 1 February 2020 and 31 March 2020:

- Divide by 2 (i.e. the number of months in the relevant period)
- Multiply by 12 (i.e. the number of months in the year)
- Divide by 52 (i.e. the number of weeks in the year)

Do not round the figure up or down to whole pence.

What to do when:

There is a weekly paid employee without a whole number of weeks in the relevant period

This may happen if the employer brings forward an employee's normal payday because of bank holidays. In this case, divide the earnings by the number of weeks' wages actually paid, not the number of weeks in the relevant period.

An employee is paid multiples of a week

This may happen if the employee is paid fortnightly or 4-weekly. In this case, divide the earnings by the number of whole weeks in the relevant period.

There is a monthly paid employee without a whole number of months in the relevant period

Work out the number of rounded months as follows:

- Count the number of whole months
- Count the number of odd days

Round up or down as follows:

- February – 14 days or less round down, 15 days or more round up
- Any other month – 15 days or less round down, 16 days or more round up

Divide the earnings by this number of rounded months.

An employee is not paid in a regular pattern

In this case, divide the earnings by the number of days in the relevant period and multiply by 7.

Payments are mistimed

This only applies to regular payments of earnings paid other than on their normal date, e.g. due to a bank holiday. In this case, divide the total earnings in the relevant period by the number of weeks wages actually paid.

Mistimed payments should not be confused with a payroll error.

The employee has been overpaid or underpaid during the relevant period

Always calculate average weekly earnings on all earnings actually paid within the relevant period. Where over or under payment of wages occur within the relevant period, include the overpaid or underpaid amount in the calculation to decide if SPBP is due.

The employee has entered into salary sacrifice with the employer

In this case, calculate the employee's average weekly earnings using the amount of earnings actually paid to them after the sacrifice during the relevant period.

The employee has other contractual benefits

When calculating average weekly earnings for SPBP, base the calculation on earnings which are subject to Class 1 NICs. Any benefits which are exempt from Class 1 NICs (such as some childcare vouchers) will not be included in the calculation.

Earnings in the relevant period are affected by a backdated pay rise

If the employee receives a backdated pay rise which increases the amount of earnings already paid in the relevant period, their average earnings need to be recalculated. This should be done if the employee was either:

- Not entitled to SPBP.

- Entitled to SPBP at less than the standard rate.

The employee's average weekly earnings must be recalculated to check whether they are:

- Now entitled, and pay any SPBP due.
- Entitled to an increase, and pay any extra SPBP due.

How to calculate SPBP

SPBP is a weekly payment. It lasts for 1 or 2 complete weeks. Eligible employees can choose to take two consecutive weeks or two separate blocks of one week each. They are able to claim SPBP in respect of a week that they were absent from work. Eligible employees must take their SPBP within 56 weeks of their child's death or stillbirth.

The employee must be paid the lower weekly rate of:

- £151.20 from 6 April 2020
- 90 percent of their average weekly earnings

The SPBP period starts the day after the last day the employee worked before starting their Parental Bereavement Leave. SPBP weeks start with the first day of the pay period – so a period which starts on a Wednesday will have pay weeks within the pay period which run from Wednesday to the following Tuesday.

SPBP paid part-weekly

SPBP can be paid as part weeks to help employers align the payments to their employee's normal pay period. The weekly rate can be split into 2. If this is done, the calculation is done on the basis of dividing the weekly rate by 7. For example, if the pay period covers the end of one month and the beginning of the next (2 days in April and 5 days in May) then pay 2/7ths in one month and 5/7ths the next month.

Appendix F - Considerations in Relation to the Coronavirus (COVID-19) Pandemic

The college will act in accordance with the Bereavement Policy as set out above as much as possible; however, we recognise the unprecedented nature of the coronavirus pandemic and that we may need to support the college community using some different approaches. This appendix sets out what additional actions the college will take to support students, staff and the wider college community during and after the coronavirus pandemic.

1. Support for students

As far as possible, support for students will continue to be implemented in line with [section 11](#) of this policy.

The Headteacher will inform students and their parents via letter of the support available, both from the college and externally. The Headteacher will arrange for links to resources that can support students with bereavement during the coronavirus to be hosted on the college website.

Pastoral staff will arrange a number of scheduled sessions throughout the week where students are able to get in touch with a member of staff to discuss any concerns or questions they have related to bereavement and the pandemic. Other staff members will assist pastoral staff in speaking to students during these contact points as required.

Students who are known to be vulnerable will be identified and designated a key member of staff who will be responsible for keeping in touch with this student and their parents.

2. Support for staff

Pastoral staff will advise other members of staff on how to support students as the college opens fully. Support for staff will continue to be implemented in line with [section 10](#) of this policy as far as possible. The Headteacher will inform staff via email of the support available to them both in college and externally.

Line managers will arrange regular catch ups with the members of staff in their team, where they can discuss any questions or concerns relating to bereavement and the coronavirus pandemic. These conversations will be held face-to-face or virtually.

The Headteacher will identify staff members who are known to be vulnerable and will arrange for pastoral staff to contact these members of staff to identify any additional support that is required.

3. Supporting those who have experienced the death of someone close to them

If the college learns that a student or member of staff has experienced the death of someone close to them, the following process will be followed:

- The Headteacher will contact the family via telephone to:
 - Acknowledge what has happened.
 - Express their support and the support of the college community.
 - Discuss how the family would like the news to be shared with the rest of the college community, bearing in mind that during a period of national lockdown, not all staff and students will be present on the college premises.
 - Check whether the family want their contact information to be shared.
 - Agree on one or two contacts who will liaise with the family and, where a student is bereaved, the child.
 - Direct the family towards additional support they can access, e.g. bereavement charities such as Winston's Wish (see Appendix D).

The Headteacher will share the information with staff members. Staff members will be told during a virtual staff briefing (via Microsoft Teams), meaning all staff can attend whether they are on the college premises or not. The Headteacher will inform the governing body of what has happened via a virtual meeting (Microsoft Teams).

A member of pastoral staff will contact the student or staff member to acknowledge what has happened and express their support. The information will be shared with the wider college community, as agreed with the family and taking into consideration that not all students and parents are able to come to the college premises, during a period of national lockdown.

The Headteacher and pastoral staff will identify students and staff members who may be particularly vulnerable (i.e. those who have been bereaved or who have a seriously ill relative). Pastoral staff will arrange to speak to these students and staff members individually.

4. Remembrance activities

Group remembrance activities, e.g. remembrance assemblies, will be held but will only be held with one student 'bubble' at a time. Other remembrance activities will be undertaken as appropriate, e.g. compiling condolences from the college community and sending these to the family. Where a death has affected the whole college community, e.g. the death of a student or staff member, the Headteacher will decide whether a memorial service will be held at a later date.

5. Support for the college community following a period of closure

In instances where the college fully reopens following a period of closure, e.g. due to a national lockdown, pastoral staff will speak to students and staff members who have experienced the death of someone close to them and ensure the appropriate support remains in place. The Headteacher and pastoral staff will discuss whether it would be appropriate for certain students and staff that have been affected to have a phased return to college.

6. Calculating Statutory Parental Bereavement Pay

[Please note that the following rules apply where the employee's period of family-related statutory pay begins on or after 25 April 2020. Also note that the government does not expect state-funded schools to furlough staff, except for in certain circumstances, e.g. where the staff member's salary is funded solely by a private income stream such as sports lettings.]

The amount of Statutory Parental Bereavement Pay (SPBP) owed to an employee that has been furloughed will be calculated as outlined in Appendix E; however, the guidelines below will be followed in relation to working out the average weekly earnings of an employee that was on furlough and paid with help from the Coronavirus Job Retention Scheme (CJRS) during any part of the relevant 8-week period.

The earnings used to work out the employee's average weekly earnings for the part of the 8-week period that they were furloughed will be the higher of either what they:

- Actually received from the employer.
- Would have received from the employer had they not been on furlough.

Where it is not clear what the employee would have received, the reference salary will be used to determine how much can be claimed through the CJRS, in line with the '[Work out 80% of your employees' wages to claim through the Coronavirus Job Retention Scheme](#)' guidance.

Payments the employee was due to receive in the relevant period that would have been classed as earnings will also be considered, e.g. commission payments. No changes to how an employee's average weekly earnings will be needed where:

- The employee's wages are being claimed through the CJRS, but the employer is topping them up to full pay.
- As a result of the coronavirus pandemic, during the relevant period the employee and employer agreed a reduction in pay outside of the CJRS

7. Informing the DfE and HSE

The DfE is asking employers and providers to tell the department if a member of education staff has died from coronavirus – there is no legal duty to do this; however, the college will comply with the request unless there is a valid reason not to.

The governing body will be responsible for informing the DfE if a member of the college's staff has died from coronavirus. The following information relating to the person who has died will be emailed to CSCcovid.NOTIFICATIONS@education.gov.uk:

- Name
- Job role
- Employer
- LAs they worked in, if applicable
- Date of death
- If coronavirus was confirmed or suspected
- The family of the person who has died will be informed if the above information is submitted by the college.

The governing body will report a coronavirus work-related death to the HSE if it meets the criteria under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) within 10 days of the death.