London Design & Engineering UTC

Bereavement Policy

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Acknowledgements	
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Policy Approved by	Personal Development & Community Committee
Version	4.0
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Version Control Table

Version	Date	Amended by	Rationale
0.1	01/09/2020	Gloria Gold	The first draft of the new policy
1.0	24/09/2020		Version approved by the Board of Directors
1.1	17/11/2022	Gloria Gold	Links were updated, and minor amendments were made on page 8.
2.0	24/11/2022		The version approved by the Committee
2.1	17/10/2024	Gloria Gold	Changes made to job titles
3.0	24/10/2024		The version approved by the Committee
3.1	13/10/2026	Gloria Gold	Details of new EAP provider added
4.0	19/10/2026		The version approved by the Committee

Guidance on Version Control:
The above is an example of how to complete the Version control table.

Versions are 0.1, 0.2, etc until the document is approved. Then it becomes version 1.0.

Subsequent edited versions become 1.1, 1.2, or if it's a major update, 2.0. Do not worry about the numbers going up and up; it is about getting the policy right – it's all fine.

BEREAVEMENT POLICY

Policy Coverage

THE POLICY APPLIES OR COVERS THE FOLLOWING GROUPS			
Type of Learner	**Tick (✓)**	**Type of Stakeholder**	**Tick (✓)**
Key Stage 3 (KS3) Carousel	✓	Teaching Staff	✓
Key Stage 4 (KS4) GCSE	✓	Education Support Staff	✓
Key Stage 5 (KS5) Level 2	✓	Administrative Support Staff	✓
Key Stage 5 (KS5) Level 3	✓	Directors	✓
Key Stage 5 (KS5) A Levels	✓	Employers	
Apprentices	✓	Visitors / Contractors	

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1. Policy Aims

This Bereavement Policy aims to:

- Set out a guideline for how the College will respond to a death in our community
- Set out a plan for communicating deaths in a timely manner that balances our College community's interests and transparency with the wishes of the family of the deceased
- Identify best practices for supporting learners and/or members of staff experiencing bereavement
- Define the roles and responsibilities of key staff members and the governing board
- Provide a roadmap and framework for learners or staff returning to College following bereavement

2. Roles and Responsibilities

2.1 The Principal and Heads of School

The Principal / Heads of School have overall responsibility for the implementation of this policy and for delegating any responsibilities under this policy to other members of staff.

The Principal / Heads of School will:

- Communicate regularly with the DSL, who will liaise with the family of the deceased
- Where appropriate, communicate details of a death to learners and staff as set out in this policy, or activate communication teams
- Respond to media requests for information in the case of a publicised death
- Participate in any multi-agency reviews as requested (or delegate this to the DSL)
- Lead reintegration meetings, alongside the DSL for learners or staff returning to the College after a bereavement
- Arrange for monitoring and support of the pastoral support team or any individual staff members who are supporting bereaved learners or staff.

2.2 Pastoral Support Staff

The Pastoral Support Team has responsibility for monitoring and supporting bereaved learners and staff members (including before their bereavement, where relevant – for example, in the case of terminal illness).

The Pastoral Support Team will:

- Provide direct support to bereaved learners and staff
- Signpost to external support available to bereaved learners and staff
- Organise safe spaces for bereaved members of the College community to take a time out
- Organise memorials, e.g. temporary tributes, books of condolences, memorial web pages

- Arrange for the attendance and supervision of learners at funerals (where permitted)
- Maintain a calendar of dates and holidays that may be particularly difficult for bereaved learners or staff and ensure they're supported on those days
- Provide additional support during significant transitions e.g. when moving up to the next year group or transitioning to a new school/college

2.3 Board of Directors

The Board of Directors (i.e. the governing body) is responsible for monitoring the implementation of this policy, and supporting the Principal.

The Board of Directors will:

- Undertake regular monitoring of how the College is supporting the bereaved, and the staff who support them, for example through regular catch-ups between the DSL and the Lead Director for safeguarding
- Monitor the Principal's / emotional wellbeing, for example through regular meetings between the Principal and the Chair of Directors.
- Assist the Principal, where required, in responding to media requests for information in the case of a publicised death
- Where necessary, arrange for another staff member to take the lead if the Principal is not available to respond to a death immediately

3. Provision for Supporting Staff who Support the Bereaved

Supporting learners and staff who are grieving can be painful. Those staff members who carry out this essential work will be monitored and supported.

- Staff in pastoral support roles will undertake training provided by https://www.childbereavementuk.org. They will use "The Bereavement Box" produced by Nurture UK to support their conversations with learners.
- Staff members dealing with learners will be further supported by the College's Chaplaincy Service.
- Supervision will be offered by the DSL to monitor the wellbeing of staff performing this role. Further independent support is available from https://carefirst-lifestyle.co.uk/, the College's Employee Assistance Programme.

4. Immediate Actions Following a Death

4.1 Clarifying information and the wishes of the family

The DSL will be responsible for contacting the family to confirm news of a death and determine the wishes of the family in terms of what can be shared with the rest of the College community and how

If the family cannot be immediately contacted, the DSL will contact the Newham MASH team or the Safer Schools Officer to confirm the death.

If news of a death is spreading via social media before confirmation can be made, the Principal will be responsible for providing a suitable message to the College community.

4.2 Sharing the news with staff

The Principal / Heads of School will share the news with staff and explain what support is available for those who need it.

A staff meeting will be called so that staff can be informed promptly. If the College is closed, a meeting will be called using Microsoft Teams.

4.3 Sharing the news with learners

The DSL / Heads of School will liaise with the Assistant Principal and the relevant Head of Year to share news with learners and explain what support is available for those who need it.

In order to ensure that learners are informed in a timely manner, year groups will be called into the Lecture Theatre to share the news. If the College is closed, a communication will be sent via the College's email system. This may include calling a meeting via Microsoft Teams.

4.4 Informing parents/carers

Parents/carers will be notified of a death via all the College's communication channels. The steps taken to support learners during the day and the additional support that can be provided will be shared via this medium.

4.5 Responding to specific causes of death

Some deaths need to be handled more sensitively due to their potential to cause fear, anger or imitation.

If the death is the result of suicide – we will use the Samaritans' step-by-step programme to support

If the death is due to homicide or family violence, we will use the guide provided by Child Bereavement UK (Supporting children and young people bereaved by murder or manslaughter', which you can find at the bottom of this page)

If the death is due to contagious disease, we will follow procedures as determined by our local health protection team

4.6 Responding to the media

In the event that a death affects the College and raises media interest, we will respond in the following manner:

- The Principal alone is responsible for responding to requests from the media. Other staff members should not respond to media requests and should instead refer enquiries to the responsible person.

5. Follow-up Actions and Support Following a Death

5.1 Support for learners and staff

Learners and staff may require support to grieve in the initial days and weeks following a death.

The Pastoral team will provide a quiet space for learners, with the DSL offering support.

Learners and staff will be signposted to available external support, e.g. community mental health resources and bereavement charities.

5.2 Timetables

We recognise that some learners may need time to grieve and will not be able to focus in lessons. We will liaise with parents with regard to their personal timetables and be as flexible as possible.

Staff will need to liaise with their line manager / HR should timetable changes need to be made.

The College timetable may need to be reviewed should a bereavement affect the whole College community. The Principal will discuss this with the Leadership Team and Chair of Directors.

5.3 Tributes and condolences

A book of condolences will be held at the front entrance for learners / staff to contribute.

A special memorial assembly will be held in tribute to the deceased.

Any religious/cultural considerations will be taken into account as appropriate

5.4 Funerals

We will consult the family as appropriate, to confirm:

- Whether members of staff and/or learners are welcome to attend the funeral or memorial service
- How condolences should be made and how staff and learners can contribute

If staff are welcome to attend the funeral and wish to do so:

- They should request absence as per the staff absence policy (via their line manager and leave of absence form)
- Where possible, we will try to accommodate the absence – this will depend on the cover implications.

If learners are welcome to attend the funeral and wish to do so:

- Parents will need to email absence@ldeutc.co.uk to confirm the absence.
- A briefing for those who attend will be held on their return to discuss any further support required.

6. Support for Learners Returning to College After Bereavement

Whether a learner has been away from College following a personal bereavement or after a death affecting the whole community, LDE UTC will support them in their return to education and for as long as necessary afterwards.

6.1 Reintegration meeting

The DSL / / Heads of School or relevant Head of Year will meet with the bereaved learner and their parents/carers to discuss how best to manage a return to College.

The purpose of the meeting will be to:

- Determine whether the learner is emotionally ready to return to the classroom either full-time or with adjustments to the timetable to allow for a phased return
- Address any concerns the learner and their parents/carers have about the return to the College
- Consult with the learner about how or even if they want their classmates to know of the death (where relevant)
- Open lines of communication between the learner and relevant staff to ensure support should the learner feel overwhelmed
- Open lines of communication between the College and the learner's parents/carers to coordinate support
- Consider any additional support needed for a learner who is vulnerable or has special educational needs (SEN) or a disability

6.2 Ongoing support

We will maintain regular contact with the learner's parents/carers to monitor how the learner is coping.

We acknowledge significant dates or holidays may be especially difficult. The Head of Year will make a note of key dates on the learner's SIMS information file and ensure that staff are informed accordingly.

We know that grief may impact a learner's progress and affect their behaviour. To manage this, we will monitor achievement closely and offer 1:1 learning support if felt necessary.

We will take care to manage changes for bereaved learners by preparing them in advance (where possible) and taking extra steps to support necessary transitions.

7. Support for Staff Returning to LDE UTC After Bereavement

Whether a staff member has been away from the College following a personal bereavement or after a death affecting the whole College community, the College will support them in their return and for as long as necessary afterwards.

7.1 Reintegration meeting

The Principal / Heads of School and / or DSL/HR will meet with the bereaved staff member to discuss how best to manage a return to College.

The purpose of the meeting will be to:

- Determine whether the staff member is ready to return to work and the best way to make that return (e.g. a phased return to work or a temporary change in duties)
- Address any concerns the staff member may have about the return to College
- Consult with the staff member about how or even if they want their learners and colleagues to know of the death (where relevant)
- Set guidelines for communication between the staff member and their line manager to monitor and support the staff member

7.2 Ongoing support

We acknowledge that grief can have an impact on a staff member's physical and mental health, which can then go on to impact their performance.

We also recognise that grieving is highly personal and that there can't be a one-size-fits-all solution for monitoring and supporting a bereaved person.

We will work with each individual to create a system of monitoring and support that works for that person. This may include:

- A referral to Occupational Health
- Signposting to various organisations such as http://www.bereavement.co.uk, https://www.cruse.org.uk/ or the College's Employee Assistance Programme
- Adjustments may be made to the staff member's working day which could include flexible working, staggered return to work.
- Employee Assistance Programme:
  0808 168 2143 Information and support 24/7 www.carefirst-lifestyle.co.uk
  Website username: LDEUTC Website password: wellbeing365

8. Monitoring Arrangements

This policy will be reviewed every two years by the Designated Safeguarding Lead. At every review, it will be approved by the Personal Development Committee.

9. Links with Other Policies

This policy is linked to our:

- Safeguarding and Child Protection policy
- Critical incident policy
- Behaviour policy

Appendix: Useful Contacts

ORGANISATION	CONTACT DETAILS
Child Bereavement UK	Helpline: 0800 02 888 40 https://www.childbereavementuk.org/contact-us
Winston's Wish	Helpline: 08088 020 021 https://www.winstonswish.org/about-us/contact-page/
Cruse Bereavement Care	Helpline: 0808 808 1677 https://www.cruse.org.uk/about-cruse/contact-us
Mind	Infoline (information and signposting to further help): 0300 123 3393 Further contacts: https://www.mind.org.uk/information-support/guides-to-support-and-services/bereavement/useful-contacts/