




مدرسة وستمنستر  
THE WESTMINSTER SCHOOL

## BEREAVEMENT POLICY

POLICY FOR	Bereavement
PERSON RESPONSIBLE	Head of Inclusion
REVIEW DATE	May 2021
REVIEWED BY	Assistant Principals and Head of School
APPROVED DATE	7 <sup>th</sup> July 2021
APPROVED BY	ELT
DATE OF NEXT REVIEW	May 2024
RELATED POLICIES	Safeguarding Policy, Mental Health Policy, Well-being Policy,

Executive Principal / CEO .....  




PO Box 27016, Dubai, United Arab Emirates  
☎ +971 (0)4 298 8333 ☎ +971 (0)4 298 8603  
✉ gemsws-ghusais.com

✉ gemseducation.com  
in linkedin.com/company/gems-education  
L @GEMS\_ME

## Bereavement Policy

### Declaration of Policy:

The Westminster School –Dubai is committed to the mental health and wellbeing of staff and students. The school is dedicated to the continuous development of a “healthy and safe learning environment”. TWS is gearing up in all facets of student’s life and provide school ethos and curriculum that supports and prepares students for coping with separation or loss of a loved one either through death or separation (divorce).

Bereavement is faced by members of our school community in many differing ways, where such experienced can be particularly difficult. Students need to be supported when they experience family bereavements and other significant losses in the course of their lives while they are at school since they are most emotionally vulnerable to manage such phase of life.

This policy will provide guidelines to be followed after a bereavement, to be supportive to students and be better equipped with ways and means when bereavement happens. Every death and circumstances in which it occurs is different. For this reason, policy was created to guide the school on how to deal professionally, sensitively and compassionately with difficult matters in upsetting circumstances.

### Goals:

The policy on Bereavement makes sure that:

- students will be given ample space and time to vent out emotion of grief;
- each student who suffered from loss and separation will be supported appropriately from a specialized support– if possible, of their own choice;
- experienced a caring and loving environment in which they feel safe and secured to share the feeling of grief without fear of judgement;
- staff will be provided with framework to guide them in dealing sensitively and compassionately with difficult and upsetting circumstances;
- emotional needs of students will be addressed accordingly;
- support team will plan, execute and evaluate the plan tailored to the need of the students; and
- school will link with other government and non-government organizations for support services as deemed necessary.



## **Bereavement Team**

The designated team will carry out this policy in the event of a death, traumatic loss or separation of loved one:

- Executive Principal/CEO
- Head of School/ Dy. CEO
- Assistant Principals
- Student Counsellor
- Head of Pastoral Primary and Secondary Boys and Girls
- Head of House Primary and Secondary Boys and Girls
- Form Tutor

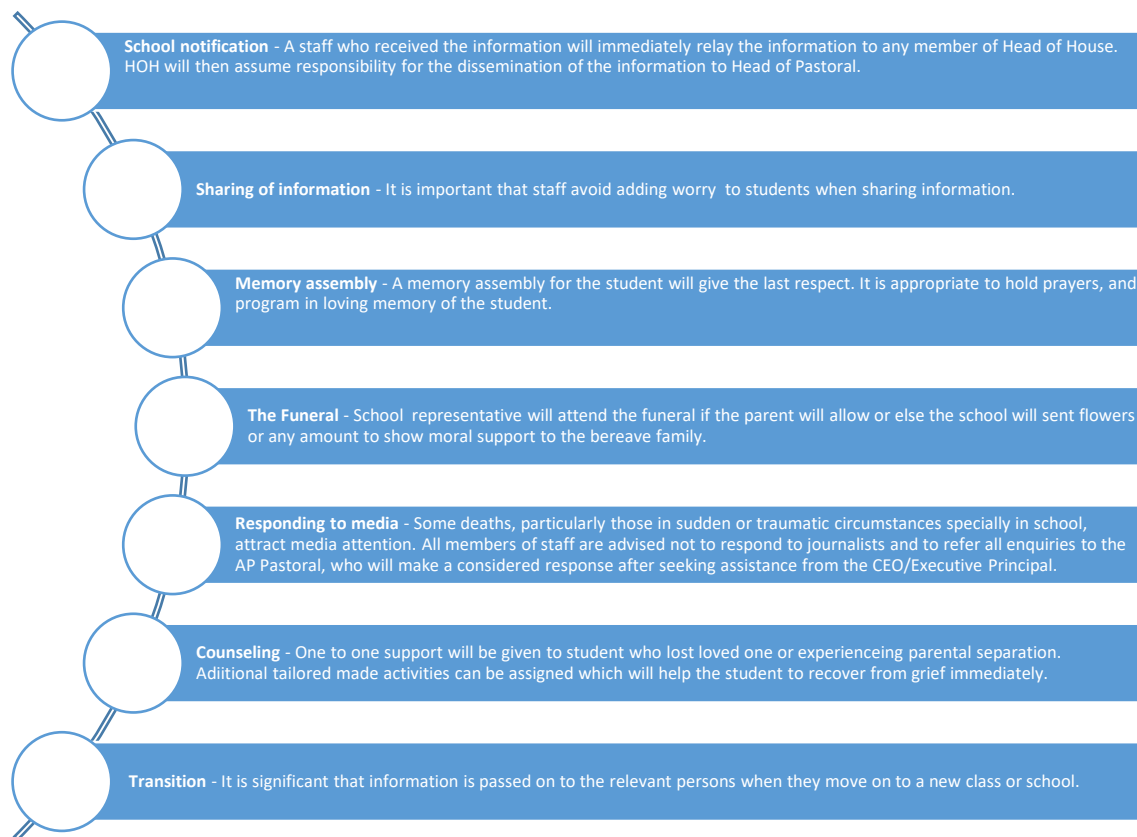
## **Roles and Responsibilities of Bereavement Team:**

- Policy development and review, involving all the stakeholders.
- Implementing the policy and reflecting on its effectiveness in practice.
- Establishing and coordinating links with external agencies.
- Use of staff expertise within the school and shared responsibilities.
- Accessing and coordinating training and support for staff.
- Implement a tailor-made support plan for each student suffering from grief due to loss of loved one.

## **Procedure in Managing Bereavement:**

To enable everyone to feel comfortable in dealing with death, bereavement and separation a framework is outline for guidance:





### **Confidentiality:**

The school acknowledge that some parents don't want to divulge such information for privacy reason. Therefore, it is important to agree, with the parent before the school to take the lead to inform concerned parties within, or outside school premise. School will ensure that upon the approval of the parent or guardian, sensitive information will be shared only to close to the child as a support rather than risk them hearing it "on the grapevine". Making sure that it will not add to the agony and sorrow by feeling marginalised.

### **Referral:**

The school may refer the student to agency concerned if deemed necessary.

### **Monitoring and Evaluation:**

Senior Leadership Teams will update the Policy and Procedures in case of any amendment from GEMS Corporate Office and other governing body the school is affiliated with.

On-going evaluation will ensure the effectiveness of the Policy.

