



مدرسة وستمنستر
THE WESTMINSTER SCHOOL

BEREAVEMENT POLICY

POLICY FOR	Bereavement
PERSON RESPONSIBLE	Head of Inclusion and AP Pastoral
REVIEW DATE	April 2025
REVIEWED BY	Assistant Principals and Head of School
APPROVED DATE	May 2025
APPROVED BY	ELT
DATE OF NEXT REVIEW	May 2026
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
🌐 gems-ghusais.com

🌐 gemseducation.com
🌐 linkedin.com/company/gems-education
🌐 @GEMS_ME

Bereavement Policy

Declaration of Policy:

The Westminster School – Dubai is committed to mental health and wellbeing of staff and students. TWS is gearing up in all facets of students and staff members' life and provides school ethos and curriculum that supports and prepares students and staff members 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 different ways, where such experiences can be particularly difficult. Students and staff members need support when they experience family bereavements and other significant losses while they are at school since they are most emotionally vulnerable to manage such a phase of life.

This policy provides guidelines to adhere to at the time of bereavement to support students and staff overcome the feeling of grief. This circumstance impacts each person differently, specially the young people. For this reason, policy guides the school on how to deal with grief professionally, sensitively and compassionately.

Goals:

The policy on Bereavement makes sure that:

- Students and staff are given ample space and time to vent out the emotion of grief
- Each student and staff member battling their emotions from loss and separation are supported appropriately from a specialist support– if possible
- Students and staff members experience a caring and loving environment in which they feel safe and secure to share the feeling of grief without fear of judgement.
- School provides framework to guide the staff in dealing sensitively and compassionately with the upsetting circumstances.
- Emotional needs of students and staff members are addressed accordingly.
- Support team plans, executes and evaluates the programme tailored to the need of the students and staff members.
- The school links with other government and non-government organisations for support services as deemed necessary.



Bereavement Team

The designated team carries out this policy in the event of death, traumatic loss or separation of loved ones of students and staff members and staff:

- Executive Principal/CEO
- Head of School/ Dy. CEO
- Assistant Principals
- Deputy Head of Secondary
- Student Counsellor
- Heads of Pastoral
- Heads of Houses
- Key Stage Leaders
- Form Tutor

Roles and Responsibilities of Bereavement Team:

- Develops, reviews, and involves the stakeholders in policy making.
- Implements the policy and reflects on its effectiveness in practice.
- Establishes and coordinates links with external agencies.
- Use of staff expertise within the school in supporting students and staff members and staff.
- Accesses and coordinates training for support for staff.
- Implements a tailor-made support plan for each student or staff member experiencing grief due to loss of loved one or separation.

Procedure in Managing Bereavement:

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





Confidentiality:

The school acknowledges that some parents are hesitant to divulge any information for privacy reasons. Upon the approval of the purpose of maintaining confidentiality in matters of bereavement is to protect the privacy and dignity of students and staff and their families during times of grief and loss.

Referral:

The school may refer the students or staff members to the 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 bodies the school is affiliated with.

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

