

Bereavement Policy

NEED: The purpose of this policy is to provide the guidelines and procedures, in the event of death of a member of staff or a student. The Elite English School, Dubai will follow a policy on "Bereavement"

PROCEDURE:

The Principal of The Elite English School will be the primary point of contact with the affected family when a death has occurred.

The senior management team may seek the assistance of the school counselor, school clinic staff, department secretaries and other members of the pastoral staff in supporting the bereaved

If a funeral (in case of local) has been planned for the deceased, it is essential to be sensitive to the family's culture and abide by the family's wishes, since the family may welcome the involvement of school or may wish to keep the funeral private.

Fly the school flag outside the school at half - mast on the day of the funeral.

The school at the discretion of the principal may arrange for a memorial service to permit a larger portion of the community to participate, taking into account the wishes of the bereaved family.

The senior management team should not hesitate to contact the family of the deceased to offer

any assistance and support that the family may require, and also to be advised by the family whether they wish for the school community to be informed and to what extent.

The senior management team should maintain a crisis file at his/ her home that contains updated information and relevant phone numbers.

Pastoral support:

In case of the death of a student or a member of staff, appropriate pastoral support should be provided.

The school counsellor and /or other pastoral staff should be deployed appropriately to provide counseling and comfort.

Pastoral support should be made available at designated areas and times during the school/office day.

The senior management team will determine the appropriate period of time for all pastoral support.

If the press is involved in reporting the death, the senior management team must consult with the

Principal to prepare an official statement on behalf of the school

The senior management team will determine what is appropriate in terms of sending flowers,

A collection and /or further permanent remembrance.