

BEREAVEMENT POLICY

Introduced:	December 2015
Review 1:	December 2021
Review 2:	December 2023
Next Review:	December 2025

DEFINITION:

The term bereavement refers to sudden accidental death of a member of a staff or a student studying in the organization.

PURPOSE:

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. Dunes International School, Mussafah will follow a policy on "Bereavement".

POLICY:

- The Principal of Dunes International School, Mussafah 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's counselor, school's 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.
- The school flag will be hoisted 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 counselor 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.

Dunes International School

Plot no 19; Shabiya 9; Mussafah; Abu Dhabi; P.O Box 5121
Tel.: 0097125527527
School code: 90201 | Affiliation number: 6630051



مدرسة ديونز الدولية

هاتف: ٠٩٧١٢٥٥٢٧٥٢٧
رقم القطعة: ١٩، شعبية ٩، مصرف، أبوظبي، ص.ب.: ٥١٢١
كود مدرسة: ٧٢٦٨٩ | رقم الانتساب: ٦٦٣٠٠٥١

- 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.

Amendments:

Review 1	No Changes
Review 2	No Changes

Principal Mr. Paramjit Ahluwalia	
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