

Mrs Bonds Village Nursery

Bereavement Policy

Supporting Children and Families

Nursery children and their families may experience grief and loss of close family members or friends whilst with us in the nursery. We understand that this is not only a difficult time for families but it may also be a confusing time for young children, especially if they have little or no understanding of why their parents are upset and why a person is no longer around.

We aim to support both the child and their family and will adopt the following procedure to suit their individual needs and wants:

- We ask that if there is a loss of a family member or close friend that parents inform the nursery as soon as they feel able to do so. This will enable us to support both the child and the family wherever we can and helps us to understand a potential change in behaviour of a child who may be grieving themselves
- The key person and/or the manager will talk with the family to ascertain what support is needed or wanted from the nursery. This may be an informal discussion or a meeting away from the child to help calm a potentially upsetting situation
- The child may need extra support or one-to-one care during this difficult time, the nursery will adapt their staffing arrangements, so they are fully supported by the most appropriate member of staff on duty, preferably the child's key worker
- The nursery will be flexible wherever possible to adapt the sessions the child and family may need during this time

The death of family pets is also an area that children and their families may need support with. We will follow the above procedure wherever it is appropriate to support the child to understand their loss and support their emotions through this time.

Supporting Staff

The Nursery acknowledges the personal nature of bereavement and grief and is committed to supporting employees in practical and reasonable ways.

Leave entitlements

Paid Leave

- Bereavement leave is paid leave that allows an employee time off to deal with their personal distress and related practical arrangements, primarily, but not limited to, when a member of their family dies.
- The Nursery acknowledges that bereavement impacts all individuals differently and the guidelines below are intended to show the minimum paid leave an employee is entitled to in different circumstances.
- The Nursery acknowledges that not all employees will need to take the full allowance, and some employees will need additional time, depending on their relationship with the person who has died and the circumstances of the death. In the event of the death of an immediate relative, 2 working days paid leave will be granted. An immediate relative includes a spouse, civil partner or partner, *child, **parent, step-parent, sibling or a person with whom the employee is in a relationship of domestic dependency.

- An employee should notify their line manager of their need to take leave as soon as possible or, at the latest, on the first day of absence. In exceptional circumstances, applications for leave will be considered after the first day of absence. Line managers have the right to exercise discretion in exceptional circumstances as outlined above.
- Leave days do not have to be taken consecutively. An employee will be able to take unpaid leave at short notice to supplement their bereavement leave. Requests should be directed to the employee's line manager.

Unpaid Leave

- Unpaid leave on compassionate grounds may be granted after bereavement. An employee must consult with their line manager before starting unpaid leave.

Return To work

- In certain circumstances a full return to work may not be possible for an employee following the death of an immediate relative-for example, when the employee's grief is likely to impact on their ability to perform their role, or where new childcare arrangements have to be sourced or responsibility for the care of an elderly parent has transferred to the employee. In such instances The Nursery will allow a phased return to work on a part-time or reduced hour's basis where practical.
- Alternative duties may also be considered. Any such arrangement would need to be agreed in advance by the line manager, would be subject to an agreed maximum.

This policy was reviewed by Mrs Bonds village nursery on 02/10/2023