

GRIEF CONTINGENCY PLAN

A child can be in crisis and has special need for attention and (possibly) help if:

- The child loses a person in his/her immediate family due to death (mother, father, sibling, etc)
- The child loses a person with a special connection due to death (family, friend, teacher)
- The family is broken by divorce

The school's contingency plan is meant to describe action immediately surrounding the crisis situation. However, people close to the child must remember that the grief process lasts approximately two years, and the child has a need for special attention during that entire period.

It is the task of the class teacher (or the teacher/ pedagogue with most familiarity about the situation) to:

- Talk with the child about how the s/he is doing, and how s/he wishes others to be involved
- Talk with the father/mother (guardian) about what has happened and how the school can best support the child in the grief period.
- If the father/mother is not willing to speak openly, it is the teacher's role to appeal to him or her, as experience shows that it is important for the child to talk about what has happened and be met with compassion and understanding at school and home. The father/mother should be encouraged to tell other adults who work with the child about the situation. Alternatively, the teacher/pedagogue can offer to do this. Naturally, it is the father/mother's decision.
- Inform classmates and After School classmates
- Inform the class's parents/ After School parents

In addition, the teacher/ pedagogue, in cooperation with school leadership, should inform:

- All teachers in the class
- All teachers at the school including After School staff
- The administrative office
- The school psychologist
- The school nurse, doctor and dentist
- Library and (possibly) support centre staff
- Important conversations and notes should be added to the student's folder

In addition, as part of his or her grief work in class, the teacher can:

- Use appropriate material about the grief process
- Visit the grave site with the class
- Get help from our ISB Well-Being Coordinators and the school psychologist
- Contact Kræftens Bekæmpelse (The Danish Cancer Society) or other relevant agencies

In the case of death (serious accidents, serious illness) among people at the school, it is the task of school leadership to inform and provide necessary help, if needed. This job can also be assigned to another person.

**Reviewed and approved by the ISB School Board 5 December 2016*