

GRIEF CONTINGENCY PLAN

ACTION PLAN FOR ACCIDENTS AND DEALING WITH GRIEF

Reviewed by the ISB School Board, October 2021

Next review planned for Spring 2024

The Grief Contingency Plan describes ISB's procedure for how to handle:

1. Serious accidents on school trips
2. Student death
3. Death of staff member
4. If a student loses someone close to them
5. Serious or life-threatening illness of a student or their immediate family
6. Prolonged or serious illness of staff member
7. Contact telephone list

As it is difficult to foresee all aspects of a given course of events, ISB's staff must also assess the situation that has arisen and act according to the circumstances. All events are recorded and filed at ISB by responsible teachers and Management.

1. Serious accidents on school trips

Preventive measures

- The school will always assign two teachers for a field trip.
- Teachers must bring a mobile phone and first aid kit when going on excursions and camps.
- Teachers must also fill out the field-trip form in administration with information including contact phone numbers, location of trip, mode of transportation and a list of students going on the trip.
- School administration will ensure up-to-date telephone numbers for parents in MangeBac.

Immediate action at the scene

- First aid is provided
- Professional help is called (112 for emergency services or 114 for non-emergency situations)
- The school management is informed about the accident.
- One teacher stays with the injured student until the parents arrive. That teacher keeps in constant contact with the school's management. If there is only one teacher with the class, the teacher must stay with the class and pass the responsibility to the school management for any medical assistance.
- The school's management contacts the parents of the injured student.

- In the event of serious accidents or deaths, the administrative office contacts all parents in the class.

Measures at the school (according to circumstances):

- A resource person (from the school's management, Well-being Coordinator, or the municipal psychologist) meets with students and teachers at the school in their classrooms.
 - Talking with and providing comfort to the class (as needed, according to the situation)
- The resource person and the teacher will stay with the class until all students are picked up by their parents or when the students are able to go home on their own.
- The resource person talks to involved teachers after students leave.
- Only the school management speaks to the press.
- The School Board is informed about the accident.

In class procedure:

- The class teacher has the class in the first lesson the day following the accident. Depending on the nature of the accident, the teaching team may want to spend the entire day with the class.
- The school management informs all teachers about the accident during the first (morning) break.
- The teachers then inform their own classes about the accident.

Follow-up immediately after the accident:

- Meeting between the involved teachers and the school's management
- Meeting between the teachers involved and the parents of the child in the accident. If possible, the student should also participate.
- Post-treatment of the accident in class
 - Depending on the need, the municipal psychologist may be called upon.
- In the event of death, the follow-up at school and in class is different (see point 2)

2. Student death

- The first person to become aware of the death contacts the class teacher.
- The class teacher contacts the school's management.
- School management contacts other involved parties.
- The School Board is informed.
- Flag flies at half mast.

Responsibility of the class teaching team:

- The school's management and/or class teacher is the first contact to the student's home and possibly makes a home visit to:

- Get concrete facts about what happened
- Clear what information can/cannot be passed on to the school community
- Ask if there are any matters that the class teacher/team/school can help with
- Share what will happen at school during the first day
- Clarify whether the parents wish to participate in part of the information to the class

The purpose of a home visit is to:

- Share about the process in class
- Give a bouquet of flowers and possibly a small letter from the school and the teachers
- Obtain information about the funeral
- Find out whether the parents want the participation of the teachers and classmates. If the parents want the school to participate in the funeral, the class teacher and a representative of the management will attend.

Contact professionals

- Management will contact Priest and PPS

Contact the parents of the class

- The other parents are thoroughly informed about the death and the funeral. Depending on the grade, the information may be given in writing or at an in-person meeting.
- The class parents, with guidance from Well-being Coordinators, discuss any proposals for further measures, such as a meeting for the parents and possibly the students about children's reactions to grief.

The school management's responsibility

- Inform school staff about the death as far as possible before the school day begins - otherwise during the first (morning) break
 - Share the plan with the teachers
 - Note that all teachers should be particularly aware that there may be reactions due to close relationships with children/siblings in other classes
- Notification to culture school, sports clubs etc. (if applicable)

Possibly establishment of a memorial service for the whole school

- At the memorial, the management informs the students about the death. The notice is given in as much detail as possible (as allowed).

At the funeral

- Participation in agreement with family
 - The school's management/class teachers attend the funeral and send flowers.
- Flag flies at half mast on the day of the funeral.

If the death occurs during a holiday

- The employee who first becomes aware of the death contacts the school's management
- The school's management contacts the family
- Flowers are sent to or shared at the funeral
- A possible memorial service will be arranged on the first day after the holiday
- The flag flies at half mast for the funeral

3. Death of staff member

If an employee dies suddenly or dies after a long time of absence, the school's management ensures necessary contact with the family/partner of the staff member and with all staff.

- Flag at half mast on the day of the death itself
- Flag at half mast on the day of the funeral

Family of the deceased

- The school's management makes contact with the deceased's family and ensures that they know what the school is doing.
- Give the family/partner the opportunity to share what they expect from the school in this situation
- On the same day, condolences are sent from the school.

Information for employees

- The management gathers all employees at the school for a short meeting, possibly before the start of the school day or at the first (morning) break
 - Staff honor the deceased at the gathering
- The school's management informs staff how the school responds to the situation and shares what information can be shared with the students - and what is expected of colleagues.
- Employees who are affected by grief and unable to complete a normal school day are exempted from this as far as possible. In this case, students will not be sent home but classes will be combined if needed.
- The school's management informs the School Board.

4. If a student loses a member of close family

Communication

- It is important that internal communication is efficient. The person who receives the information must ensure that the following persons are notified:
 - School's management
 - Class teacher/teaching team
 - School's management will reach out to known after school activities (culture school, sports club etc), if needed
- Management/Class teacher will contact the student's home at an appropriate time.
 - If agreed with the family, a visit is made to the home.
- The family has the opportunity to say if there is anything they want to be said or done on the student's first day back at school.
- A bouquet is sent to the home, which is accompanied by a personal greeting.

When the student returns to school

- Class teachers will adjust the plans to welcome the student back in class/at school
- It is important to pay attention to the reaction of the class
- The class team agrees with the student and the family what the class/school can do to help the student through their grief.

All staff and students are briefly informed about the death and family situation

- Depending on the situation:
 - This information is provided by the management/ teaching team
 - It is important that everyone gets the same information

The class parents

- The class teacher/team contacts the class parents
- The class parents receive information about what has happened and talk about what the class can/will do.
 - Showing respect for the wishes expressed by the family in the conversation with the parent group team.
- The class parents should ensure that condolences from classmates and parents arrive at the family's home. This can be flowers, a letter or a visit.
 - Remember that condolences require no more from the sender than a flower or a condolence card.

The day of the funeral

- The class's teachers attend the funeral, if family approves
- The school sends flowers
- The decision to visit the cemetery is at the teacher's discretion

If a student loses others who are close to them

It is natural to expect that children will also be able to react strongly if people who are close to them disappear/die.

- It can be, for example, grandparents, friends, etc.
 - Teachers should be aware that there may be late reactions to what happened

One-on-one conversations

- The class teacher or Well-being Coordinator have regular conversations with the student.
 - Allowing for the student to repeat and share at their own pace
 - It is important that the student has someone at school to talk to about their grief.

The home

If it feels natural, the home is contacted. It can be good for the home to know that the school is trying to help their child in their grief.

5. Serious or life-threatening illness of a student or their immediate family

- The person who first becomes aware of the illness contacts the school's management/class teacher
- The class teacher contacts the family for information about the illness
- The class teacher contacts the class team and the school's management (if not already informed)
- The class teacher informs the students after consultation with the family
- The class teacher informs colleagues
- The class teacher makes an agreement with the home about ongoing information about the course of the illness

Further course if a student is seriously ill

- The class teacher informs the classmates about the illness and its consequences.
- The class sends a letter with drawings/personal greetings, possibly repeatedly.
- The class is continuously informed about the development of the illness, as appropriate.

Further course if a parent or sibling is seriously ill

- The class team and classmates show extra attention to the student.

6. Prolonged or serious illness of staff member

- The school's management is contacted
- Management informs all staff
- The management sends a letter to parents (of relevant classes) with information
- The class teacher/class team informs the students and distributes the letter
- The management will keep in contact with the staff member
- The School Board is informed

Contact telephone list

Ambulance/Police (emergency services): 112

Billund Police(located at airport): 76 28 14 48 or 114 (non-emergencies)

Family department in Billund municipality: 79 72 76 09

ISB Administration: 26 32 78 00 /info@isbillund.com

Head of School, Camilla Uhre Fog: 26 32 78 01 / 23 23 64 30 / c.fog@isbillund.com

Deputy Head of School, Charlotte Andersen: 26 32 78 02 / can@isbillund.com

