

ATLAS Multi Academy Trust

	<h2>ATLAS Multi Academy Trust</h2>
<p>Parental and Partner Bereavement Policy</p>	
<p>Trust sub-committee: Resources Committee</p>	
<p>Co-ordinator: Phil O’Neill</p>	
<p>Last Reviewed: New Policy</p>	<p>Next Review: Summer 2021</p>
<p>St Albans Girls’ School : Beech Hyde Primary School and Nursery : The Adeyfield Academy</p>	
	
<p>Signed by: Margaret Chapman Executive Head Teacher</p>	<p>Signed by: Rachael Kenningham Chair of ATLAS Board of Directors</p>

<p>1.</p>	<p>RATIONALE</p> <p>The Trust recognises that, while dealing with any bereavement is difficult, the death of a child or partner is among the most devastating events that an employee can ever face.</p>
<p>2.</p>	<p>AIMS</p> <p>The policy applies to employees who suffer the loss of a child including parents who suffer a stillbirth after 24 weeks of pregnancy, and employees who suffer the loss of a partner with whom they live.</p> <p>This policy does not form part of any employee’s contract of employment and it may be amended at any time.</p>
<p>3.</p>	<p>Who can take parental/partner leave?</p> <p>Whatever your length of service, you can take this type of leave if you are the parent of the child who has passed away, or the partner of the child's parent, have parental responsibility for the child including adoptive parents, or live with your partner.</p> <p>If you have suffered a bereavement but are unsure if you are entitled to parental/partner bereavement leave, please contact your line manager/the Headteacher for clarification.</p>
<p>4.</p>	<p>What can a bereaved parent/partner take</p> <p>You can take two weeks of parental/partner bereavement leave. You can take the leave as:</p> <ul style="list-style-type: none"> • a single block of two weeks; or • two separate blocks of one week at different times.

	<p>You cannot take the leave as individual days.</p> <p>You can take the leave at the time(s) you choose within the 56 weeks after your bereavement. You might choose, for example, to take it at a particularly difficult time such as your child's or partner's birthday.</p> <p>If you have lost more than one child, you have a separate entitlement to bereavement leave for each child who has passed away.</p>
5.	<p>Notice to take parental/partner leave</p> <p>If you need to take parental/partner bereavement leave within the first 56 days after your bereavement, you do not have to provide any notice.</p> <p>Please let your line manager/the Headteacher know no later than when you are due to start work on the first day on which you wish to take leave or, if that is not feasible, as soon as you can.</p> <p>To take leave more than 56 days after your bereavement, please give your line manager/the Headteacher at least one week's notice.</p>
6.	<p>Changing your mind about parental/partner leave</p> <p>You can cancel your planned leave and take it at a different time (within the 56 weeks after your bereavement).</p> <p>Where your planned leave was due to begin during the first 56 days after your bereavement, please let your line manager/the Headteacher know you no longer wish to take it before your normal start time on the first day of the planned leave.</p> <p>Where your leave was due to begin more than 56 days after your bereavement, please let your line manager/the Headteacher know at least one week in advance that you wish to cancel it.</p> <p>You cannot cancel any week of parental/partner bereavement leave that has already begun.</p>
7.	<p>Pay during your parental/partner leave</p> <p>We recognise the need to provide bereaved employees with as much support as possible, and we will continue to pay normal pay during your leave.</p>
8.	<p>Rights during your parental/partner leave</p> <p>During your leave, all the terms and conditions of your contract will continue.</p> <p>This means that, all benefits will remain in place. For example pension contributions will continue to be paid.</p>
9.	<p>Returning to work after your parental/partner leave</p> <p>When you return to work after some time on parental/partner bereavement leave, you generally have the right to return to the same job.</p> <p>However, a slightly different rule applies if you return from time on bereavement leave that follows on immediately from maternity, adoption, paternity leave or shared parental leave (taken in relation to the child who has passed away), and your total time on leave is more than 26 weeks.</p> <p>In these circumstances, you have the right to return to the same job, unless this is not reasonably practical, in which case you have the right to return to a suitable and appropriate job on the same terms and conditions.</p>



Equality Impact Analysis

When reviewing all schools’ policies, the following Equality Impact Analysis (EIA) should be undertaken to ensure fairness of the new proposals/policy and to identify any action needed to redress any potential discrimination, positively promoting equal opportunities, improved access and participation for all.

Title of Policy:	Parental and Partner Bereavement Policy
Date:	Summer 2020
EIA carried out by:	Mr P O’Neill
EIA reviewed by:	Resources Committee

1. Identify the aims and objectives of the policy, what will be the proposed change and how will it be implemented	
Policy contains information about: Overall aims and objectives? What is the proposed change? Who is intended to benefit from the proposal and in what way? Outcomes of the policy? How will it be put into practice and who is responsible for this?	All fully included and detailed

2. Assessment of Impact? To include impact of policy, any plans needed to mitigate any negative impact, equality issues to be addressed		
Characteristic	Group	Effect/Impact
• Age		No impact as all included within policy
• Disability		
• Gender reassignment		
• Marriage/civil partnership		
• Pregnancy/Maternity		
• Race		
• Religion or Belief		
• Sex		
• Sexual orientation		

3. Consultation	
<p>New policy contains information about: Policy audience, expected actions and outcomes. Consultation and communication process Accessibility for all Fair access to the consultation process Lessons learnt from previous consultation, if appropriate</p>	<p>Consultation with senior colleagues and staff. Policy available within the school, school internal system and to wider community online.</p>

4. Decision	
<ul style="list-style-type: none"> Should the new proposal/policy be agreed and any impacts identified following consultations? What reasonable adjustments are required? 	<p>No issues or adjustments required</p>

5. Action Planning	
<ul style="list-style-type: none"> Any actions identified to address inequality for different groups? Any actions identified to promote equality and diversity? Where are these actions recorded and who is responsible for them? 	<p>None</p>

6. Monitoring and Review	
<ul style="list-style-type: none"> When will the impact assessment be reviewed? Who is responsible? 	<p>Summer 2021 Mr P O'Neill</p>

7. Publication of the results of the impact assessment	
<ul style="list-style-type: none"> Results of EIA are published – where and when? The results are kept as a public record of the EIA – where and when? 	<p>With policy</p>