



COURTS SERVICE
An tSeirbhís Chuirteanna



COURTS SERVICE
Bereavement Policy



COURTS SERVICE
An tSeirbhís Chuirteanna

*"The Courts Service has developed this policy so that all our staff
will know how we deal with bereavement.
We want all of our staff to know what supports
and guidance are available to them."*

CHAPTER	CONTENTS	PAGE
	Foreword	2
Chapter 1:	Introduction	4
1.1	Types of Bereavement/Loss and Its Effects	
Chapter 2:	Supports in the Workplace	6
2.1	Role of the Organisation	6
2.2	Role of the Employee Assistance Officer	6
2.3	Role of the Line Manager	7
2.4	Office Notification upon the death of an employee's relative	7
2.5	Where a work colleague dies in the workplace	8
2.6	Offering support to bereaved work colleagues who are members of various different religions.	8
2.7	Annual Mass of Remembrance	8
Chapter 3:	Employee's Return to Work	9
3.1	Helping a bereaved colleague on their return to work	9
3.2	Health & Safety	10
Chapter 4:	Entitlements	11
4.1	Paid Leave	11
	Bereavement Leave/Compassionate Leave – Circular 28/91	
4.2	Annual Leave	12
4.3	Unpaid Leave	12
4.4	Entitlements under Legislation	12
Chapter 5:	Conclusion	13
APPENDICES		
Appendix 1	Religious and Cultural Diversity	14
Appendix 2	Probate and Financial Matters	18
Appendix 2A	Glossary of Terms for Probate Purposes	22
Appendix 3	Bereavement Support and Counselling Services	24
Appendix 4	Bereavement Reading List	26
Appendix 5	Acknowledgements	29

FOREWORD

**Mr. Brendan Ryan
Chief Executive Officer
The Courts Service**

There are many types of bereavement and loss which can confront a person. These include the loss of an elderly relative, accidental or sudden death or the break up of a relationship. The grieving process may produce effects - physical, emotional, psychological and spiritual which are part and parcel of the grieving process.

While bereavement and loss is something which none of us like to dwell on, it is of course, a sad reality of life. We have all at some time, experienced the loss of a family member, a friend or colleague.

It always involves some level of sorting things out, of finding a clearing through confusion and of course acknowledging and dealing with ever present and real emotions.

This guide is an acknowledgement of the effects of bereavement and allows access to the information needed now which will, along with the support of friends and colleagues provide for a more positive outlook in the future.

It outlines our efforts as an organisation / employer from the Employee Assistance Officer, through the line management structure and to those who we work with daily.

The policy is of immense value in including matters such as grants, probate issues and tax information. It acknowledges the differences in approach to death as experienced by people of different religions and none.

Most importantly, it is a practical guide for staff who are bereaved and who work with the bereaved. It is a source of information on a subject which can cause people to feel uncomfortable in the workplace and how they may approach the subject.

I commend the efforts of those who have brought this policy to publication and commend it as publication to all staff as a great reference point for practical information.

CHAPTER 1 INTRODUCTION

One of the most unfortunate realities in life is the loss of somebody close which for most of us is the greatest loss we will suffer. Reflect for a moment on how you and your family grieved the loss of a parent perhaps, or a sibling, a grandparent or other relative or friend. Becoming aware of the effects of bereavement and loss can help us come to terms with the notion of death and increase our own understanding of the emotional consequences of loss in others. It can also help us to be aware that grieving work colleagues require support and oftentimes guidance in trying to adjust to a “new normal” which will take time.

1.1 Types of Bereavement / Loss and its effects

Bereavement can take many forms such as a natural death, an accidental or sudden death, death by suicide, the death of a baby or a miscarriage. Additionally there are other forms of grieving outside bereavement such as the break up of a marriage or a relationship, a loved one who is suffering from a degenerative illness or who has been badly injured as a result of an accident so that they will never return to their normal physical or mental health. Each loss brings its own type of grief which may have the following effects:-

<i>Physical Effects:</i>	tiredness, sleep disturbances, crying, lack of enthusiasm and appetite disturbances
<i>Emotional Effects:</i>	sadness, anger, relief, guilt or loneliness
<i>Psychological Effects:</i>	difficulty in concentrating, disbelief, confusion
<i>Spiritual Effects:</i>	trying to make sense of what has happened, hostility towards God, searching for meaning and questioning

There is no set formula for coping with grief. As well as emotional issues arising, a number of practical matters have to be dealt with sooner perhaps than the bereaved person is in a position to do so. Following a death or a

loss, bereaved people may have difficulty taking care of day to day business. For some people their grieving process is just beginning, they may have no routine and their life now will require adjustment. For them, their return to the workplace can be both worrying and challenging.

The purpose of this policy is to provide support and guidance to all staff where a bereavement or loss occurs by aiming to:

- Set out key issues, actions and entitlements which may assist employees and ensure a consistent approach
- Provide a reference for managers and staff in dealing with a very sensitive and challenging workplace issue

CHAPTER 2 SUPPORTS IN THE WORKPLACE

This chapter sets out how we provide support and guidance in dealing with bereavement and loss. It is also important to acknowledge that a work colleague may have suffered loss of another type which brings its own form of grief.

2.1 Role of the Organisation

The aim of this policy is to provide an important foundation on which a supportive response to grieving employees is available.

- Staff will be encouraged to assist bereaved colleagues upon their return to the work place
- Supports surrounding employee bereavement will be further enhanced by providing input on managing grief as part of our induction training programme
- We will ensure that any training necessary or required in understanding bereavement will be provided
- We will make staff aware of the organisation's policies and entitlements

2.2 Role of the Employee Assistance Officer

The Employee Assistance Officer (EAO) is available to provide support and assistance to staff. Where (i) a staff member dies-in-service (ii) a retired staff member dies or (iii) a staff member suffers a bereavement, the EAO provides the following support:

- Home visits to bereaved staff members or to next-of-kin (in the event of the death of a staff member/retiree)
- Practical help and advice on probate matters and social welfare entitlements following bereavement
- Support for a staff member and his/her colleagues in relation to return to work following the bereavement

- Advocacy role in liaising with the Public Service Friendly Society to secure confidential financial help towards funeral costs etc
- Critical Incident Stress Debriefing in the event of a traumatic death in the workplace
- Referral to bereavement counselling services, if required at a later stage

2.3 Role of the Line Manager

The line manager has an important role in supporting employee bereavement. It is vital therefore that line managers are aware of their role in this respect and that they are capable of responding to such an issue and using good judgment. A number of situations can occur:

- A staff member can suffer the loss of a loved one through bereavement
- A colleague may have died and staff need support and guidance to deal with that situation
- A colleague may have suffered a loss of another type
- Staff may seek guidance on how best to assist a bereaved colleague on their return to the work place

A number of guidelines are set out hereunder which will assist both line managers and staff in responding to situations which can occur.

2.4 Office Notification upon the death of an employee's relative

When the office has been informed of the death of an employee's relative the following steps are suggested:

- Express sympathy with and offer support to the caller or employee
- Seek details of the funeral arrangements and confirm that there is no objection to the bereavement notice issuing to staff
- Issue a Bereavement Notice by e-mail
- The Bereavement Notice is available on Courts Information (a template can be found on Lotus Notes/ Courts Information)

2.5 Where a colleague dies in the workplace

In the event that a colleague dies in the workplace, it is the responsibility of a manager such as the Head of Office/Personnel Officer/Line Manager to inform the family of the death. It is very important that the following guidelines are adhered to in such a situation:

- Contact the local emergency services immediately
- Contact the deceased employee's manager/Regional Manager
- Contact the Personnel Officer or any staff member in Human Resources immediately as they will have family contact details
- Contact the Employee Assistance Officer

In the event that a work colleague or a work colleague's relative dies over a week-end, contact should be made with the appropriate person, namely the colleague's Line Manager, the Regional Manager and/or the Personnel Officer. The Employee Assistance Officer should also be contacted.

2.6 Offering support to bereaved colleagues who are members of various religions

The Courts Service recognises that there are staff members who come from varied cultural and religious backgrounds and that there are different rituals, practices and beliefs in the event of a death within these religions. This policy includes information (contained in Appendix 1) to assist staff in supporting colleagues who are bereaved and come from various religious groups.

2.7 Annual Mass of Remembrance

The Courts Service has a long tradition of marking the passing of colleagues and members of the judiciary. A tradition which started over forty years ago by Ms. Ita Heslin, a former Registrar of the Supreme Court, this Mass of Remembrance is held each November in the Church of the Immaculate Conception (Adam and Eve's), Merchant's Quay, Dublin 8. All staff and judges, both serving and retired and relatives of the deceased are invited to attend this important occasion. A candle is lit during the Mass for each person who died within the past twelve months.

CHAPTER 3 EMPLOYEE'S RETURN TO WORK

Returning to the workplace following a death is one of the immediate challenges facing those who have been bereaved. Bereaved staff members can be helped enormously by both their line managers and colleagues in many small but significant ways (e.g. a kind word, an acknowledgement of a task achieved, an offer of help to share the workload etc). By offering support which is both practical and sensitive to the needs of the bereaved staff member, line managers and colleagues can help with the process of re-adjustment to work life in the early days following bereavement.

The following guidelines may be of assistance to line managers and colleagues in supporting a staff member who has recently been bereaved.

3.1 Helping a bereaved colleague on their return to work

- Acknowledge return to the workplace. Talk to your bereaved staff member about the death and funeral
- Allow the bereaved person to talk. Repetition of details of the illness, death and funeral are common and perfectly normal
- Allow time to adjust. The line manager may need to discuss the job with the bereaved staff member. It may be helpful to restructure work duties in the short term as a support to the bereaved staff member in the early days after a death
- Inform the employee of the organisation's bereavement policy
- Be flexible in responding to the needs of the bereaved staff member. Staff returning to work usually have to re-organise their lives to a great extent and the pressure of domestic upheaval and work can combine to cause great distress
- Be aware that lowered self-esteem is a feature of bereavement and the bereaved can be helped to regain their confidence by continual reassurance
- Be aware that they may not be interested in what seems to them to be trivial matters

- Offer support and sympathy but do not expect miracles
Grieving is normal, extremely painful and can take a long time to work through
- Include your colleague in work and social activities – even where they turn down an offer, still continue to include them

3.2 Health and Safety

The Courts Service is committed to safeguarding the safety, health and welfare of its employees and others who may be affected by the delivery of the business of the organisation.

- In reviewing its safety, health and welfare policy, the Courts Service will examine the impact which bereavement may have on employees in relation to their duties
- An employee experiencing difficulties in performing his/her duties, or concerned about their ability to perform their duties, in the aftermath of bereavement, should bring these difficulties or concerns to the attention of their line manager
- Where it is considered appropriate, the Courts Service reserves the right to request an employee to seek professional assistance before resuming any duties which may adversely affect either the bereaved employee, other employees, third parties or may adversely affect the delivery of the business of the organisation

See Also General Statement of Policy, Courts Service Corporate Safety Statement

CHAPTER 4 ENTITLEMENTS

The Courts Service grants special leave with pay to staff who suffer a bereavement. This special leave is more commonly known as compassionate or bereavement leave and is set out in Circular 28/91.

Depending on the circumstances, it is possible that an employee may need a longer period of time off work than what is provided for in the compassionate leave provisions. In the longer term, the employee may also need occasional time off to deal with ongoing matters associated with a death or they may be the executor of a deceased person's estate. In such situations, availing of options for using paid or unpaid leave can be helpful.

(Appendix 2 to this policy provides very useful information on probate and financial matters).

4.1 Paid Leave

Bereavement Leave / Compassionate Leave– Circular 28/91

Special Leave for Civil Servants on the death of a relative;

The current provisions regarding special leave with pay which may be allowed to an officer in the event of the death of an immediate relative are as follows:

- (a) 5 working days in the case of a spouse or child
- (b) 3 working days in the case of other immediate relatives
- (c) 1 working day in the case of an uncle, aunt, niece or nephew

Immediate relative is defined as the mother, father, step-mother, step-father, brother, sister, step-brother, step-sister, father-in-law, mother-in-law, grandfather or grandmother, grandchild, sister-in-law or brother-in-law.

In exceptional circumstances special leave may be granted on the death of someone outside the immediate family, for example, where the employee is responsible for funeral arrangements or has to travel abroad to attend the funeral.

4.2 Annual Leave

An employee may be facilitated in taking annual leave at short notice to supplement his/her bereavement leave. Requests should be directed to the line manager. Where an employee suffers a family bereavement whilst on annual leave and has to disrupt or cancel leave plans, he/she can avail of bereavement leave and take his/her displaced annual leave at a future date.

4.3 Unpaid Leave

Where an employee has to cope with family difficulties arising from the death of an immediate relative, unpaid leave on compassionate grounds may be granted. It is for the line manager to agree with the employee and approve the amount of unpaid leave to be granted. The maximum amount of unpaid leave is up to one month (Circular 28/91 refers).

4.4 Entitlements under Legislation

There are certain leave entitlements provided for under legislation where a bereavement occurs e.g. in the event of the death of a mother or child at birth, leave is granted under The Maternity Protection (Amendment) Act 2004.

To find out more about entitlements under legislation please refer to:

The Maternity Protection (Amendment) Act 2004	Circular 31/2006
Social Welfare Consolidation Acts	1983/1993/2005
Parental Leave	Circular 22/1998
Carer's Leave	Circular 39/2005

CHAPTER 5 CONCLUSION

The Courts Service acknowledges the personal nature of bereavement and grief and is committed to providing practical and sensitive support to our staff. This policy, in all areas, is subject to ongoing evaluation in the light of changing societal and cultural trends. The Human Resources Unit is open to all constructive input which may improve this policy. The Personnel Officer would welcome submissions in this regard.

APPENDICES

APPENDIX 1

RELIGIOUS AND CULTURAL DIVERSITY

The following is a brief guide to the customs and rituals around death within the major religions:

Christianity and Death

- Christians usually prefer to 'lay out' the remains of the deceased person in an open coffin at a funeral home, hospital or at home
- It is usual for family, friends, neighbours and work colleagues to call to pay their respects
- A funeral service and burial or cremation is held to say a final farewell

Judaism and Death

- In Judaism the dead must be buried as quickly as possible
- Burial or moving must not take place on the Sabbath
- For Orthodox Jews burial is the only option
- For more liberal Jews cremation is an option
- Kaddish, a prayer to affirm life and praise God, is recited by mourners
- A Stone is placed at the grave after one year
- Flowers are not appropriate. Friends and work colleagues of the deceased who wish to express condolences should be encouraged to contribute to a Tzedakah Fund, important to the deceased or the family
- Nikhum Avaylim; Condolence calls to comfort the bereaved should be made after the funeral, during the Shivah period (the week after death), except on the Sabbath

Islam and Death

- The family pray at the bedside of a dying person, whose head should be turned towards Mecca
- The family wash the deceased person and lay out the body
- It is important to remember that non-Muslims should not touch the body
- If moving the deceased it is a necessity to wear gloves
- Muslims are buried, never cremated
- Burial should take place within 24 hours of death
- The deceased is taken to the mosque or graveside for prayers before burial in an unmarked grave
- The body is usually wrapped in a special cloth rather than a coffin

West African Ashanti and Death

- Elders prepare the remains of the deceased
- Burial takes place in a Muslim cemetery
- Caskets, vaults or markers are not used
- Shrouded remains are placed in an open grave facing Mecca
- The remains are covered with a board, leaves and then earth
- Prayers and blessings are offered as a final rite at the grave and then again at home
- 40 day and annual observances services are held

Hinduism and Death

- Non-Hindus must wear gloves if they need to touch the deceased
- The family usually prefers to wash the body and lay out the remains, covered by a white cloth
- Cremation is the rule and should take place on the day of death
- The ashes are scattered (into a river flowing to the sea)
- A ceremony called Sraddha on the 11th day after death involves certain rites for the dead
- Grief is expressed openly with much crying
- The 13th day marks the end of the official mourning period

Sikhism and Death

- Generally Sikhs are happy for non-Sikhs to attend to the body. However, many families will wish to wash and lay out the body themselves
- Family lay out the body and ensure the five signs of Sikhism * are worn
- The deceased is viewed before cremation; this is mandatory and should be done as soon as possible
- After the funeral more prayers are said at the gurdwara (place of worship)
- 10 days of mourning begin
- After the 10 days of mourning a special ceremony called Bhog marks the official end of mourning. Families may need longer
- Women do not attend Sikh funerals

*The five signs of Sikhism (known as the 5 K's) worn by Sikhs, as a sign of faith are:

- Kesh – uncut hair, kept under a turban
- Kanga – small comb worn in the hair
- Kara – steel wrist band, bangle or ring
- Kirpan – sword/dagger
- Kaccha – white shorts worn as an under garment

Buddhism and Death

Customs vary depending on the particular tradition followed but in general:

- An atmosphere of quiet and serenity is encouraged whilst in the presence of the dying and deceased, as death is regarded as an opportunity for spiritual development
- Death is viewed as a gradual process, usually taking some time to complete after the obvious signs of death have appeared
- Touching the deceased is avoided, as far as practicable, to reduce any possible disturbance in this process
- Cremation is most common but other methods are acceptable. Various prayers may be said, depending on the tradition and the circumstances

Mormons and Death

- Church burial is preferred, although cremation is not forbidden
- Routine last rights are carried out upon death
- Some Mormons who have been through a special temple ceremony wear a sacred garment at all times. Upon death this sacred garment, if worn, must be replaced on the body following the last rights

Rastafarianism and Death

- Family members may wish to pray at the bedside of the deceased
- Routine last rights are performed upon death
- Burial is preferred

Non Religious Groups

- When someone who has died held no religious beliefs, those affected by the death will be helped by joining together to share their grief. It may be that they want a ceremony to respect this fact and to reflect their views
- A funeral ceremony gives them this opportunity. It also provides an occasion to celebrate the life that has ended
- Humanist ceremonies aim to give people the opportunity to express their feelings and ideals in their own words
- The Humanist Association of Ireland can put you in touch with accredited officiants, whilst some people arrange their own celebrations and funerals of a secular nature. A clergyman is not required for a secular ceremony

APPENDIX 2 PROBATE AND FINANCIAL MATTERS

When someone has lost a loved one, their world can seem to fall apart. While they are on their journey through the grieving process, inevitably a number of legal and financial issues will arise which they may not wish to but are obliged to deal with.

5.1 Registering a Death

The Civil Registration Act 2004 places responsibility for the registration of a death upon any of the next-of-kin by blood or by marriage. Often this responsibility is not made clear to the bereaved person or they are not in a position to take on board what their obligations are.

Upon the death of a person following illness, a Registered Medical Practitioner who treated the person during their illness, must complete Part 1 of a Death Notification Form. He/she must give this form to a relative, who must then complete part 2 of the Death Notification Form. The relative must give the form to any Registrar of Births, Deaths and Marriages as soon as possible but no later than three months from the date of death. The relative is required to sign the Register of Deaths in the presence of a Registrar.

In cases where a person was not being treated by a doctor during their last illness or in cases of unexplained sudden or violent death, the death must be referred to the coroner who will arrange for the death to be registered. This can cause a delay in the issue of a death certificate. The Coroner's Office can issue an interim certificate of death, which can often suffice until the official death certificate is available.

A death certificate costs €10 and further copies are charged at a lower rate. If you are registering the death, it is useful to get several copies of the Death Certificate at the same time.

5.2 Funeral Costs

One of the most immediate expenses following a death will be funeral related expenses. Funeral accounts are normally presented by the funeral company within a couple of weeks after a funeral takes place and the family is asked

to settle within a matter of weeks. Sometimes families may experience difficulty in this area.

Some people may have organised a pre-paid funeral plan with a particular funeral company and they should keep details of this in their financial/estate records.

If the person who died held money jointly with a spouse, the funds should be released by the relevant financial organisation immediately in most cases. If the account is held jointly with a person other than a spouse (e.g. the deceased is a brother, parent or partner) talk to the bank or building society. It may be possible for them to pay the funeral bill directly from funds held in the deceased's account.

Various financial institutions impose limits above which they will usually seek a Grant of Probate or Letters of Administration before they will release the balance of the funds. This can be distressing for a bereaved person because they have to go through the Probate process for the sake of a relatively small account or insurance policy.

The current limits with the various financial institutions where assets are not held jointly between spouses are as follows:

- Building societies – €19,000
- An Post – €10,000
- Banks – variable, but usually €10,000
- Insurance companies – also variable
- Credit Unions – by nomination of the deceased is €23,000.
Any amount in excess of this balance becomes part of the deceased member's estate. Where no valid nomination exists and the amount in the deceased member's account is under €15,000 in total (including insurance etc) the board of directors of the credit union may distribute the deceased member's property in the credit union to such person as it appears to the board to be entitled by law to receive it

5.3 Financial Help and Assistance

Some people may be entitled to a Bereavement Grant (currently €850) from the Department of Social and Family Affairs where the person who died has paid the relevant social insurance contributions. If you are the insured person, it is also payable if the person who died is your spouse or dependent child.

If you do not qualify for a Bereavement Grant you may get assistance towards the funeral expenses under the Supplementary Welfare Allowance (SWA) scheme, which is operated by the Health Boards. No social insurance contributions are required as payment is based on the means of the person responsible for paying the funeral bill. You should apply to your local Community Welfare Officer at your local Health Centre before you pay the funeral bill, as the cheque will be issued to the undertaker/funeral director. The SWA scheme also provides for Exceptional Needs Payments in particular situations.

5.4 Public Service Friendly Society (PSFS)

Assistance towards funeral expenses may be available to staff who are members of the PSFS where there is financial hardship.

5.5 Household and Car Insurance

Household insurance - ensure that you notify the insurer if the house is to be left empty for any length of time. Car insurance – be aware that named drivers on the deceased's insurance may no longer be insured to drive.

5.6 Probate and Tax

Where a person finds that they need Probate in order to collect assets and administer an estate they may choose to do it themselves by Probate Personal Application, or if the estate is complex they may choose to use a solicitor. There may be a substantial difference in costs and they should request an estimate from a solicitor before they engage in the process. Sample fees for a Probate Personal Application are available on the Courts Service website www.courts.ie

Depending on the relationship to the person who died, there can be a Capital Acquisitions Tax liability. Up to date thresholds are below.

Group	Relationship to Disposer	Group Threshold 2008 (after indexation)	Group Threshold From to (after indexation)	Group Threshold From (after indexation)
A	Son/Daughter	€521,208	€542,544	€434,000
B	Parent* Brother/Sister/ Niece/Nephew/ Grandchild	€52,121	€54,254	€43,400
C	Relationship other than Group A or B	€26,060	€27,127	€21,700

*In certain circumstances a parent taking an inheritance from a child can qualify for Group A threshold

Note: The thresholds outlined above are subject to change each year.
For any future updates you should refer to www.revenue.ie

5.7 When Probate has been Granted

Following the issue of a Grant of Probate or Administration there is a certain amount of administration to be done, including collecting up the assets, paying any outstanding bills, debts or taxes and ensuring that beneficiaries receive their benefit from the estate. There may also be the need to carry out an Assent of the property from the name of a deceased person. It is recommended that a solicitor be engaged to do this.

APPENDIX 2 A GLOSSARY OF TERMS FOR PROBATE PURPOSES

Administrator

A person appointed to administer an estate where there is no valid will or where no executor(s) is named in the will or where the executor(s) is unable or unwilling to act.

Assent

Where a house or land is left in the sole name of the deceased a Deed of Assent must be executed post Grant by the Legal Personal Representative in order to transfer the property into the name of the beneficiary. The services of a solicitor may also be required for this purpose.

Beneficiary

A person entitled to receive funds or property under a will or from an intestate estate.

Bereavement Grant

Financial assistance available from the Department of Social and Family Affairs to assist with funeral expenses.

Codicil

A document which adds to, alters or confirms a provision made in a will; a valid codicil must meet all the same requirements for a valid will.

Estate

All property belonging to a person who died including money, personal effects and real property, e.g. land or buildings.

Executor

A person named in a will to administer an estate.

Gift

The transfer of an asset by a person during his or her lifetime under Capital Acquisitions Tax law.

Grant of Probate/Letters of Administration

A document which authorises the executor or administrator, to make and receive payments on behalf of an estate.

Inheritance

The transfer of an asset by a person on death under Capital Acquisition Tax law.

Intestate

To die without making a valid will.

Inventory

A list of assets or liabilities in an estate.

Testator

A person who makes a valid will.

APPENDIX 3: BEREAVEMENT SUPPORT AND COUNSELLING SERVICES

The Bereavement Counselling Service	Ph: (01) 839 1766 (Mon. – Fri. 9.15am to 1pm) www.bereavementireland.com
Bethany Bereavement Support Groups	Ph: 087 9905299 www.bethany.ie
Beginning Experience	Ph: (01) 679 0556
Irish Sudden Infant Death Association	Ph: (01) 873 2711 Helpline: 1850 391 391
The Miscarriage Association of Ireland	Ph: (01) 872 5550 www.miscarriage.ie
Irish Stillbirth & Neonatal Death Assoc.	Ph: (01) 872 6996 www.isands.ie
CRY – Sudden Youth Cardiac Death	Ph: (01) 839 5438 www.cry.ie
Meningitis Trust	Ph: (01) 276 2050 www.meningitis-trust.ie
Solas- Child Bereavement Counselling	Ph: (01) 473 2110 www.barnardos.ie
Teen Counselling Crosscare	Ph: (01) 836 0011 www.crosscare.ie
Rainbows Ireland	Ph: (01) 473 4175 www.rainbowsireland.com

CONSOLE – Living with Suicide

Ph: (01) 857 4300
www.console.ie

National Suicide Bereavement Support

Ph: see website
www.nsbsn.org

Advic – Advocates for Victims of Homicide

Ph: 086 127 2156
www.advic.ie

APPENDIX 4: BEREAVEMENT READING LIST

Living After a Death. Mary Paula Walsh.
Publisher: Mercer, Dublin

When Bad Things Happen to Good People. Harold Kushner.
Publisher: Pan, London

And When Did You Last See Your Father. Blake Morrison.
Publisher: Granta Pub. London

A Grief Observed. C.S. Lewis.
Publisher: Faber, London

On Death & Dying. Elizabeth Kubler Ross.
Publisher: Touchstone Routledge, New York

Grieving: A Beginner's Guide. Jerusha Mc Cormack.
Publisher: Darton, Longman & Todd, London

Bereavement – Studies of Grief in Adulthood. Colin Murray-Parkes.
Publisher: Penguin, London

Good Grief. W. Sydney Callaghan.
Publisher: Collins, London

A Special Scar. The Experiences of People Bereaved by Suicide.
Alison Wertheimer.
Publisher: Brunner/Routledge, Philadelphia

Echoes of Suicide. Siobhan Foster-Ryan & Luke Monahan.
Publisher: Veritas, Dublin

Suicide - The Ultimate Rejection. Colin Pritchard
Publisher: Open University Press, Buckingham

Talking to Children about Loss and Death

Someone to Talk to. Pat Donnelly.
Publisher: Barnardos, Dublin

Bereaved Children and Teens. Earl A. Grollman (Ed.)
Publisher: Beacon Press, Boston

When Someone Has A Very Serious Illness. Marge Heegaard.
Publisher: Woodland Press, Minneapolis

When A Parent Dies. St. Christopher's Hospice, London.
Publisher: Dept. of Social Work, St. Christopher's Hospice, London.

Talking with Children and Young People about Death and Dying.
Mary Turner. Publisher: Jessica Kingsley, London

Stories for Young Children about Loss and Death

Remembering Mum. Ginny Perkins & Leon Morris.
Publisher: A & C Black, London

Badger's Parting Gifts. Susan Varley.
Publisher: Harper Collins, London

Best Friends: Holly and Jake going through life changes together.
Ann Keating.
Publisher: Our Lady's Hospice, Dublin

River Boy. Tim Bowler.
Publisher: Oxford University Press, Oxford

Note: The above books are available in all good bookshops or can be loaned from the Irish Hospice Foundation, 32 Nassau St, Dublin 2.
(Administration fee of €5 applies per book loaned).
Phone No: 01-6793188

General Information Books on Bereavement and Death

Bereavement: When Someone Close Dies. Social Work Dept.
Beaumont Hospital Publisher: Health Service Executive.

My Estate Details: An Information Booklet for my Legal Personal Representative

Available from the Employee Assistance Officer, The Courts Service

You Are Not Alone. Directory of Bereavement Support Services 2007
Publisher: Health Service Executive

APPENDIX 5: ACKNOWLEDGEMENTS

The Courts Service wishes to extend its gratitude to the following organisations for information sources used in the compilation of this bereavement policy:

- Dublin Institute of Technology - *Staff Bereavement Policy & Guidelines*
- Barclays Bank Bereavement, *Practical Help At A Difficult Time*
- Mr. Breffni McGuinness, The Irish Hospice Foundation - *Grief at Work*
- Citizens Information Board, Health Service Executive - *Bereavement*
- ISANDS, Irish Stillbirth And Neonatal Death Society - *Guidelines for Professionals*

*Grieving allows us to heal,
to remember with love rather than pain.*

It is a sorting process

*One by one you let go of the things that are gone
and you mourn for them.*

*One by one you take hold of the things
that have become part of who you are
and you build again.*