

Rainbows Bereavement Support GB

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(Charity number: 1058476)



RAINBOWS BEREAVEMENT SUPPORT GB

SITE POLICY, GUIDELINES and PROGRAMME RESOURCES

Please note:

*Your local Registered Director
will ensure that your school
has the most appropriate programme
and accompanying resources
... and will match your training accordingly.*

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**Rainbows Bereavement Support GB also offers
practical, realistic and sensitive guidance to:**

*Assist school communities review their policy and pro-
cedures for "When Somebody Dies".*

*Support schools to respond appropriately when learning
of the death of a member of the school community*

*Affirm and advise school communities in their important
on-going work with those who grieve.*

Sunbeams and Rainbows (Levels 1&2)

FACILITATORS Materials

- 4 Facilitator Listening Modules
- 2 Sunbeams Facilitator Handbooks
- 4 Rainbows Facilitator Handbooks
- 1 Sunbeams Coordinator Manual
- 2 Rainbows Coordinator Handbooks
- 5 Sunbeams Parent Guides

PARTICIPANTS Materials

Sunbeams

- 1 The Huge Bag of Worries
- 1 Sunbeams Bingo Activity
- 5 Family Tree Activities
- 5 Me Puzzles
- 5 Teddy Bears with T. Shirts
- 5 Sunbeams Child Tote Bags
- 1 Sunbeams Music CD
- 5 Sunbeams Certificates

Rainbows

- 10 Rainbows Level 1 Journals with Magnetic Cards
- 10 Rainbows Level 2 Journals with Family Shields
- 20 I'm Thumbody Cards
- 20 Rainbows Certificates

SHARED Materials

Storybooks

- 2 Our Families
- 2 Our Feelings
- 2 Getting Used To Change
- 2 It's Working
- 2 When People Die
- 1 Park It Here Game

ADDITIONAL Materials

- | | |
|--|------------------------|
| 2 Sunbeams Posters | 1 Rainbows WOW Mug |
| 2 Rainbows Posters | 1 Rainbow Candle |
| 10 Supporting Children Leaflets | 2 Pencils (Pack of 5) |
| 21 Parents / Carers Leaflets | 2 Single Symphony |
| 4 Impact Leaflets | 5 I Celebrate Me Cards |
| 10 Torches | |
| 1 Rainbows Registered Site Certificate | |

SITE POLICY AND GUIDELINES

Rainbows Bereavement Support GB is a well respected national charity. It has a proven, positive and direct impact on the lives of children, young people and adults grieving a significant and often devastating loss in their lives.

Rainbows helps participants work through their feelings of grief and loss and provides structured age related programmes facilitated by trained staff.

The programmes assist the trained facilitators to listen to the feelings of the participants, support them in their loss, assist them in building their self-esteem and help them adjust to the changes in their lives.

Rainbows offers three age related programmes:

- | | | |
|----------|---|--|
| Sunbeams | - | for our youngest children |
| Rainbows | - | 6 years + (the primary school programme) |
| Spectrum | - | the secondary school programme |

Schools may wish to combine Rainbows Level 3 with Spectrum Levels 2 & 3 in secondary schools and Sunbeams and Rainbows Levels 1 & 2 in primary schools. Registered Directors (*trainers*), will help schools to decide which programmes are most suitable for their students.

As a Rainbows site, it is imperative that everyone understands the policies, principles and guidelines regarding the Rainbows programmes. The Rainbows Registered Director will work closely with the site to ensure this.

At all times the site's safeguarding policy must be followed.

IMPLEMENTATING THE RAINBOWS PROGRAMMES

In order to become a registered Rainbows site the following steps must be taken by the Registered Director and / or a member of the site staff:

1. Information is sent to the proposed site. This outlines the aims of Rainbows and the requirements for becoming an registered site.
2. A presentation for all the staff belonging to the site *(if possible and appropriate)*.
3. Policy and Guidelines are read by an appropriate member of staff.
4. The Commitment and Responsibility Form is signed
5. The site recruits Facilitators & Coordinator (s) *(See Coordinator/Facilitator requirements)*.
6. All potential facilitators participate in Facilitator Training. Training may include staff who are interested in the programmes but may not wish to facilitate at the present time.
7. Coordinator Training is undertaken.
8. Payment is made for the relevant Kit Components and for the training of facilitators and coordinator(s)
9. The kit is delivered to the site and checked.
10. Regular site formation and support meetings take place, conducted by the coordinator
11. Age appropriate programmes operate.
12. The annual site status report including changes of coordinator's name is sent to the local Registered Director. These will be forwarded to the National Co-Directors.

Please note:

The small on-going costs of Rainbows materials such as teddy bears and journals should be part of the school's annual budget to support those bereaved.

The Spectrum Programme

Our Secondary Programme—KS 3,4 & 5

FACILITATORS Materials

- 4 Facilitator Listening Modules
- 4 Spectrum Facilitator Handbooks
- 2 Spectrum Coordinator Handbooks
- 2 Single Symphony Grief Guides

PARTICIPANTS Materials

- 10 Spectrum Level 1 Journals + 10 I Celebrate Me Cards + 10 Torches
- 10 Spectrum Level 2 Journals + 10 Declaration of Self Esteem Cards
- 5 Spectrum Level 3 Journals + 5 Declaration of Self Esteem Cards
- 25 Spectrum Certificates

Games

- 1 Peaks & Pits = Level 1
- 1 A Way to Go = Level 1
- 1 Feelings = Level 1 & 2
- 1 Spectrum Of Fears = Level 2
- 1 Mountain Of Change = Level 3

ADDITIONAL Materials

- 1 Rainbows Candle
- 2 Spectrum Posters
- 25 Parent /Carers Leaflets
- 10 Spectrum Leaflets
- 4 Impact Leaflets
- 1 Rainbows WOW Mug
- 16 My Choice Cards
- 1 Rainbows Registered Site Certificate

The Rainbows Programme

Our Primary Programme— KS1 & 2

FACILITATORS Materials

- 4 Facilitator Listening Modules
- 4 Rainbows Facilitator Handbooks
- 2 Rainbows Coordinator Handbooks

PARTICIPANTS Materials

Journals (age related)

- 8 Rainbows Level 1 Journals with Magnetic Trading Cards
- 8 Rainbows Level 2 Journals with Family Shields
- 5 Rainbows Level 3 Journals with ME Pennants and Foam Puzzles

Storybooks

- 2 Our Families
- 2 Our Feelings
- 2 Getting Used To Change
- 2 It's Working
- 2 When People Die

- | | |
|---------------------------------|---------------------|
| 16 I'm Thumbody Cards | 1 Park It Here Game |
| 5 I Celebrate Me Cards | 1 Peaks & Pits Game |
| 16 My Choice Cards | 1 Crossword Puzzle |
| 21 Rainbows Course Certificates | |

ADDITIONAL Materials

- 2 Rainbows Posters
- 10 Supporting Children Leaflets
- 21 Parents / Carers Leaflets
- 4 Impact Leaflets
- 2 Single Symphony Grief Guides
- 2 Pencils (Pack of 5)
- 13 Torches
- 1 Rainbows Candle
- 1 Rainbows WOW Mug
- 1 Rainbows Registered Site Certificate

WHEN / WHERE / HOW?

The Rainbows programmes should be part of the site's provision for bereavement and loss as stated in their bereavement policy and procedures.

THERE ARE THREE RAINBOWS PROGRAMMES:

SUNBEAMS RAINBOWS SPECTRUM

Each run for twelve weeks

Rainbows operates for six weeks followed by a "Celebrate Me Session" then a further six weeks followed by a final "Celebrate Me Session"

Sunbeams and Spectrum Programmes run for the full twelve weeks followed by a final "Celebrate Me Session"

Celebrate Me Sessions: These are an important part of each of the programmes for which time needs to be allocated. They should be more than a party but may include some form of 'fun' time as well as looking at the elements of trust and forgiveness.

Site coordinators and facilitators should decide together whether parents/carers should be involved during the Celebrate Me Sessions.

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We recommend that the Sunbeams and Rainbows groups are facilitated by two trained adults for every three to five participants.

The Spectrum groups have two facilitators for every three to eight participants.

Meetings range from 30-60 minutes depending on the ages of the participants. The times at which group meetings take place will vary.

A site ensures it uses the appropriate programme for each age level.

REQUIREMENTS FOR SITE / SCHOOL REGISTRATION

THE SITE / SCHOOL IS RESPONSIBLE FOR:

- **Safeguarding. All Rainbows programmes must operate in accordance with the site's safeguarding policy and procedures**
- Following all the site's policies and procedures regarding the parental rights of both parents when seeking permission for a student to attend the Rainbows programme.
- Recruiting and managing coordinators and facilitators
- Creating an appropriate environment in which to run the programmes.

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WITH THE SUPPORT OF THE REGISTERED DIRECTOR, THE SITE SHOULD:

- Hold an information session for all staff and members of the school community
- Sign the commitment form thereby agreeing to follow the regulations contained in the Rainbows site policy and guidelines
- Hold coordinator and facilitator training for all those wishing to participate in any programme at the site
- Plan to use the appropriate programmes for each age level
THESE MUST NOT BE PHOTOCOPIED.
- Return the annual site status form to the local Registered Director.

The Sunbeams Programme

FOR THE YOUNGER CHILDREN & LOWER KS1

FACILITATORS Materials

- 2 Facilitator Listening Modules
- 2 Sunbeams Facilitator Handbooks
- 1 Sunbeams Coordinator Manual
- 5 Sunbeam Parent Guides

PARTICIPANTS Materials

- 5 Sunbeams Certificates

Storybooks

- 2 Our Families
- 2 Our Feelings
- 2 Getting Used To Change
- 2 It's Working
- 2 When People Die
- 1 The Huge Bag of Worries

- 1 Park It Here Game
- 1 Sunbeams Bingo Activity
- 5 Family Tree Activities
- 5 Me Puzzles
- 5 Teddy Bears with T. Shirts
- 5 Sunbeams Child Tote Bags
- 1 Sunbeams Music CD

ADDITIONAL Materials

- 2 Sunbeams Posters
- 10 Supporting Children Leaflets
- 5 Parents / Carers Leaflets
- 4 Impact Leaflets
- 5 Rainbow Bookmarks
- 1 Rainbows WOW Mug
- 1 Pencils (Pack of 5)

PROFESSIONAL REFERRALS

Rainbows is not counselling or therapy but a peer-support group for those who grieve. It operates as part of the site's bereavement policy. Should other agencies be working with the participants it is important for them to be aware of the Rainbows programmes.

INFORMATION TO PARENTS / CARERS

One way to convey information regarding Rainbows is to hold a parents / carers meeting. Due to the age of the participants it is particularly important to explain the programme to parents/carers when introducing Sunbeams. It may be more appropriate to explain this in a one to one situation.

There are, however, other ways to inform parents such as:

- displays of information brochures and materials,
- newsletters,
- school assemblies
- posters around school.

The coordinator may also be available to answer questions during a school "Open Evening".

Communication with parents and carers is essential yet it must be remembered that parents/carers are never told what the participant discusses in the group sessions. They may of course ask the participant themselves. It can be explained to the parent, however, that if anything unusual or alarming were to come to light, they would be told. This would only be done with the participant's knowledge and preferably their permission. **At all times the school's safeguarding policy and procedures will be followed.**

A 'Parent Brochure' or the 'Single Symphony Parent Grief Guide' by Suzy Yehl Marta and the draft leaflet for schools from 'When Somebody Dies' are all available for those parents / carers who want additional information. Each Rainbows site will need to decide which if any of these materials are suitable for their parents / carers.

COPYRIGHT :

All Rainbows materials are protected by copyright. Unauthorised photocopying is illegal.

As Rainbows participants may well have low self-esteem due to their loss, the use of poor quality photocopied materials gives a message quite contrary to the feeling of hope conveyed by a brightly coloured, high quality journal.

Costs incurred for the programmes must not be passed on to the participants

As a Rainbows Registered site, it is important to note that persons trained to use our programmes in one site cannot automatically begin Rainbows in another site. No permission is given for a trained facilitator or coordinator to work with groups other than those operating at the registered site for which they were trained.

FACILITATORS AND COORDINATORS

The coordinators and facilitators of the Rainbows programmes should be chosen by the site and should be caring adults who match the requirements as stated in this guide.

Rainbows strongly advises that sites do not advertise for coordinators and facilitators from outside their community.

Coordinator requirements/responsibilities

The role of the coordinator(s) is to support the facilitators at the site implementing any Rainbows programme. The coordinators are also responsible for liaising between the site and the local Rainbows Registered Director.

A RAINBOWS COORDINATOR MUST:

- * be 21 years of age or older
- * participate in facilitator training
- * participate in coordinator training
- * be able to give the necessary time to effectively coordinate Rainbows
- * be available in person or by telephone while Rainbows groups are meeting
- * plan facilitator formation and support meetings for facilitators at the site
- * **maintain confidentiality, and follow the site’s safeguarding policy at all times**

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COORDINATORS ARE RESPONSIBLE FOR SUCH ORGANISATIONAL DETAILS AS:

- planning any necessary meetings
- registering participants
- ordering materials
- sending letters to participants and parents
- assigning participants to groups (with the facilitators)
- assigning facilitators to groups
- planning Celebrate Me Sessions with facilitators
- **completing and sending the Site Status Reports to the local Registered Director**
- following responsibilities as outlined in the Coordinator Manual.

A RAINBOWS FACILITATOR MUST:

- * have experience of working closely with children, young people or adults
- * be able to listen without making judgements
- * be seriously committed to helping grieving participants
- * be able to maintain confidentiality and follow the site’s safeguarding policy
- * be capable of working well with other adults
- * be emotionally secure
- * realise that he/she does not have “*all the answers*” for participants’ problems, but is able to help participants to develop their own coping strategies.

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CONFIDENTIALITY AND DISCLOSURE:

Confidentiality is stressed as an integral part of the group’s success. Participants have the choice to disclose only what they themselves have said or done at each meeting. The coordinators and facilitators are also bound by the same confidentiality.

Participants are also advised that confidentiality will be broken if they make a disclosure (*Appropriate age related language to be used*). Facilitators must report any situation that they feel may be harmful to the participant including self harm and suicidal thoughts.

If such a disclosure is made the facilitator MUST follow the site’s safeguarding procedures; reporting the situation to the appropriate person.

It is essential that all facilitators know the correct procedures and follow them professionally.