



cetb

Bord Oideachais agus
Oiliúna Chorcaí
*Cork Education and
Training Board*

Communications Protocol for the death of an employee, learner, or immediate family member of an employee

This protocol has been devised for guidance in the unfortunate circumstance of the death of a staff member, learner, or immediate family member of an employee in your school, campus or centre. The following guidelines should be followed but may vary depending on the circumstances.

- When a Principal, Manager becomes aware of the death of a staff member or learner, an email should be sent to communications@corketb.ie and the relevant Director advising of the name of the staff member or learner. Corporate Services will circulate to the Executive Team and ensure that the APO's in each department in Head Office are made aware of same. Staff will be informed and advised to factor this in when communicating with the relevant school/campus or centre in the days surrounding the death of the staff member or learner.
- In the case of bereavements of a particularly sensitive nature, the principal/manager should contact a Director or the APO Corporate Services to ensure that any communication or notification of such bereavements is managed appropriately to the circumstances.
- When a Principal, Manager becomes aware of the death of an immediate relative of a Cork ETB employee, an email can be sent to communications@corketb.ie advising of the name of the staff member and the family members name and connection.
- Corporate Services will make a note of this for the next Board Meeting and condolences will be conveyed and a condolence card from Cork ETB will issue to the family of the deceased.
- For the purpose of this document, an immediate relative is set out as follows, as per Circular Letter 0029/2023:
 - Spouse, Child, Parent, Sibling, (this may be extended to include Grandparent, Grandchild, Aunt, Uncle, Niece, Nephew, Brother-in-law, Sister-in-law, Son-in-law, Daughter-in-law in particularly sensitive or exceptional circumstances).