

Appendix 2

Remembrance Ceremony

- To remember the Service Users of St. Michael's House who have died.
- To provide bereavement support to family, friends and staff.
- To host a secular service, incorporating readings and music.
- Ceremony will be organised / drawn up by a Planning Group.
- Ceremony will take place 21st June (Summer Solstice) from 7.30 pm - 9.30 pm

Process

- Friends of Service Users will be identified by Heads of Units / clinicians.
- Family members to be contacted by an agreed staff/ clinician who has / had a significant relationship with them.
- Invitations will be sent to families a month beforehand.

Contacting Families

- Allow plenty of time for the phone call.
- Acknowledge length of time since contact, suddenness of contact.
- Give broad information emphasising that this is a new service development.
- Give space for their reaction.
- Talk about how they remember the person, ask if they would like photographs used?
- Ask them to forward a photograph to Social Worker
- Establish if a follow-up phone call/ visit is required.
- Explain that an invitation to the ceremony will be posted to them.
- Link back with Social Worker regarding outcomes of contact.