

**MESSAGE TO CARE HOME MANAGERS FROM THE HEALTH & WELL BEING
FINANCIAL PROTECTION TEAM**

Would all Care Home Managers please note and pass on the following information to all relevant care staff:

If a resident passes away in the care home and **if there is no one able or willing to arrange a funeral** then please contact the following members of the Financial Protection Team (FPT) during office hours to notify the death:-

Mrs Pauline Howes – 01274 432929 (Monday to Wednesday)

Mrs Karen Deacon – 01274 437361 (Wednesday to Friday)

Email – Financialprotectionteam@bradford.gov.uk

If the death occurs out of office hours (evenings / weekends) then please contact our contracted Funeral Directors – Co-op Funeral Care on – 01274 572778 (24 hrs) and ensure you inform the FPT team the following working day.

If the resident passes away within 24 hours of being admitted into hospital then please follow the process above.

If the resident passes away in hospital after 24 hours in hospital then the Hospital Bereavement Team will arrange the funeral.