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SPORTS INDUSTRY



# UCFB/GIS

## Policy - response to death of a student

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Approved by: \_\_\_\_\_  
Owner: \_\_\_\_\_

## **Policy and Procedure for Response to Student Death**

### **Purpose**

The purpose of this policy is to:

- Set out administrative responsibilities in the event of the death of a student;
- Ensure that the response to such an event is appropriate, timely and effective;
- Ensure that UCFB/GIS communicates effectively with the family and all public authorities involved in the incident
- Ensure that UCFB/GIS acts in a supportive way to all involved both internally and towards external organisations.

### **Scope**

This policy and procedure will apply only to those students who were enrolled directly with UCFB/GIS and who were either studying with attendance, or through a distance learning programme.

### **Equality Analysis**

This policy is neutral in terms of equality-related issues.

### **Policy**

UCFB/GIS is committed to responding to the death of a student in a compassionate and respectful manner. UCFB/GIS will be guided by the following principles when responding to such incidents:

- a. UCFB/GIS will act in a timely and sensitive manner with respect and compassion. Care will be extended to those closely involved with the student or the incident leading to the death, including the family or next of kin, friends, classmates and staff members.
- b. UCFB/GIS will seek to collaborate and cooperate with external officials to facilitate any investigations or administrative activities related to the death.
- c. UCFB/GIS will act discretely when dealing with information relating to the student and the incident. Any public statements made for or on behalf of UCFB/GIS will only be released after they have been checked for accuracy and approved by the Head of Global Marketing and Communications. Any staff involved in responding to the incident will use discretion at all times.

Overall responsibility for UCFB/GIS 's response will be the Registrar for Stage 1 and the Head of Student Services (or nominee) for stage 2.

The administrative response to a student's death will be conducted in accordance with the Procedure below.

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### **Important Information for all staff:**

All staff should ensure that they do not undertake any external Communications, outside of those with emergency services, unless this is sanctioned by the Head of Global Marketing and Communications (or nominee). You should continue to strictly observe the same protocols of data protection as set out under the Data Protection Act.

Please be careful of the language used when communicating with others. The term 'suicide' should never be used as this classification of death can only be used after it has been ruled such by a Coroner. It can also be incredibly upsetting for family.

Please ensure that you refer any queries to the Head of Global Marketing and Communications.

### **Standard Actions of Emergency Services:**

- The Police and Emergency Services will confirm the death.
- The Police will normally arrange for the removal of the body and any necessary post-mortem.
- The Police will normally arrange for the next of kin to be informed.

### **Procedure for responding to student death**

#### **Stage 1**

#### **On campus death - Stage 1**

#### **The person discovering a death on campus should:**

- a. Call 999 and request an ambulance and the police. Tell the emergency services exactly where you are and who you are. Give them your mobile or extension number so that they can reach you.
- b. Notify Facilities of what has happened. Give Facilities the same information that you provided to the emergency services so that they will know when/where to expect them. Please be specific so that Facilities can arrange for emergency services to get to the scene as soon as possible. Give Facilities your mobile or extension number so that they can reach you.
- c. If there are witnesses, please ask them to wait until Facilities/Police arrives. Please be aware that both you and other people on scene may be experiencing shock. Please try to be patient and considerate when dealing with others. If they cannot wait, please take their contact details.
- d. Please do not touch the body, move anything at the scene or allow anyone else to until Facilities/Police arrive.
- e. Please do not contact relatives or friends of the deceased if these are known to you as notification of death should normally be undertaken by the Police.

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## **Staff roles and responsibilities**

### **Facilities Office should:**

- a. Notify and liaise with emergency services
- b. Notify Registrar
- c. Send facilities staff to secure the scene and help the person who discovered the death and try to make any witnesses comfortable while they are waiting to be interviewed by the police.
- d. If during office hours, call the main UCFB number and ask to speak to a member of the Wellbeing team. A member of the team will come and support those involved.
- e. Facilities officers should not make any public announcements regarding the death.

### **UCFB/GIS Management should:**

- a. Notify the Registrar who will:
  - Appoint an onsite manager to liaise with the police at the scene if this is appropriate. S/he will also appoint a formal Incident Response Manager to co-ordinate all additional activities on the day
  - Inform any other staff required to support the incident
  - Liaise with the Head of Global Marketing and Communications to agree a response to the incident
  - Liaise with Partner Accommodation if the death occurred on site regarding actions to be taken to support or temporarily re-house any students sharing the accommodation.
- b. Notify the Head of Global Marketing and Communications who will:
  - Liaise with the Registrar as above
  - Liaise with the Press
  - Inform Switchboard of the contact name of the member of the Global Marketing and Communications team to direct media enquiries to.
- c. Notify the Head of Student Services who will:
  - Notify the appropriate Registry Team to prevent any UCFB/GIS contact being attempted or responses made to open tickets and to prevent any correspondence.
  - Notify the Wellbeing and Pastoral team to co-ordinate support for students and staff involved.
  - Notify Library to prevent any notifications being sent regarding book return or fines.
  - Prepare for Stage 2 of the procedure
- d. Notify the Relevant Admin Team (or nominee) who will:
  - Provide the next of kin details to the Facilities team & Registrar
  - Update the Student Record to prevent any automated letters being sent out.
  - Notify the relevant Deans.
  - Notify Finance to stop any letters being sent out
- e. Co-operate with the emergency services to ensure that any evidence (including CCTV) is made available and the site is secured once emergency services have left.

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- f. Ensure that contemporaneous notes are taken of actions and decisions made during the incident.

**Informing UCFB/GIS of the Death of a student:**

- a. If you are a student informing UCFB/GIS of a death, please inform an appropriate member of staff, this could be your Course or Module Leader, Dean or the Head of Student Services
- b. If you are a member of staff, please notify the Head of Student Services who will:
  - a. Inform the Registrar who will:
    - Liaise with the Head of Global Marketing and Communications to agree a response to the incident.
    - Liaise with Residency Services if death effects students living on site regarding actions to be taken to support or temporarily re-house any students sharing the accommodation of the deceased.
  - c. Notify the Head of Global Marketing and Communications who will:
    - i. Liaise with the Registrar as above
    - ii. Liaise with the Press
    - iii. Inform Switchboard of the contact name of the member of the Global Marketing and Communications team to direct media enquiries to.
  - b. Notify the appropriate Registry Team to prevent any UCFB/GIS contact being attempted or responses made to open tickets and to prevent any correspondence.
  - c. Notify the Wellbeing and Pastoral team to co-ordinate support for students and staff involved.
  - d. Notify Library to prevent any notifications being sent regarding book return or fines.
  - e. Applications team disable the IT account to avoid access by friends or relatives and will remove all of the email addresses from the account to stop all email activity. This will prompt an “undeliverable” response back to the sender.
  - f. Notify the relevant Registry office who will:
    - i. Provide the next of kin details to the Facilities Manager
    - ii. Update the Student Record to prevent any automated letters being sent out.
    - iii. Notify the relevant Dean. The Dean will decide who would be the appropriate member of staff to report the death to the deceased student’s cohort. The Wellbeing Team can be consulted or asked to offer support with this if appropriate.
  - g. Co-operate with the emergency services/external agencies where required
  - h. Prepare for Stage 2 of the Procedure

## Stage 2

### Stage 2 of the procedure relates to deaths that occur on or off campus

The Registrar will designate a Lead staff member to co-ordinate the UCFB/GIS's response. This will usually be the Head of Student Services (or their nominees), but may be another member of staff depending on what is appropriate for the situation.

The following actions will then be taken:

1. The Head of Student Services will contact the family approximately 24 hours after the death has been confirmed by the police and next of kin informed.
  - This call will focus on offering the UCFB/GIS 's condolences and extending support. If the family wish to make the details of the funeral service available, arrange for contact details to be made available to those who the family have agreed can be invited. Ask if it would be acceptable for UCFB/GIS to send flowers or if they would prefer a donation to charity?
  - Arrange for any floral tributes/charitable donations or for UCFB/GIS representation at the funeral if this is deemed appropriate.
  - Arrange for a commemorative service (Via Student Support) if this is deemed appropriate (i.e. this may be a request from the family, the School of Study or from friends of the deceased)
  - Arrange a date (and contact name(s) if appropriate for any additional contacts relating to collection of personal items.
2. The Dean will identify the most appropriately placed member of staff to inform the deceased's cohort.
3. Arrange for the Wellbeing and Pastoral Support team to organise for any immediate or ongoing support to be provided as required to:
  - Co-habitees of the deceased
  - Friends or team/classmates of the deceased
  - Ensure that staff who need support are accessing this from HR services
  - Co-ordinate with relevant Dean/Director of other services relating to any academic support arrangements required to support highly impacted students
4. Arrange for the Wellbeing and Pastoral Support to co-ordinate activities to close the deceased's records and make recommendations to ESB relating to any outstanding financial issues or awards.
5. Liaise with the appropriate Registry Team if student is an International Student and be responsible for making any support available. This may include:
  - Informing the relevant funding body to ascertain whether they wish to take responsibility for the arrangements
  - Informing the Home Office, and relevant Embassy, Consulate or High Commission. This agency will normally assist in informing the next of kin.

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6. Make arrangements in conjunction with Accommodation Provider, in liaison with the family, for personal effects to be stored ready for repatriation.
7. Provide advice and guidance relating to financial matters such as closing bank accounts, return of deposits etc.
8. Where a UK student has died whilst studying abroad, liaise with the relevant department to:
  - Inform the host institution (if appropriate) and liaise with relevant individuals at the host institution.
  - Liaise with the Student Wellbeing Service and the host institution to look at what support can be provided to other home students who may be affected by the incident whilst overseas.
  - Inform and liaise with Foreign and Commonwealth Office (or relevant Embassy in UK if EU national).
9. Be the main liaison between emergency services or other agencies in any ongoing investigations until these bodies have finalised and closed their cases.
10. Liaise with the Head of Facilities regarding any Health and Safety issues/lessons learned that arise relating to the death or our response.