



CORPORATE POLICY AND PROCEDURES FRAMEWORK

Procedures to be followed in the event of a student's death

1.0 Context

- 1.1 There are occasions, sadly, when the College hears of a student's death. This occurs, perhaps 2 or 3 times a year.
- 1.2 It is important that the College acts quickly to avoid unnecessary communication at such an emotional time for the family of the bereaved and that the institution acts in a professional and considerate manner.

2.0 Scope

- 2.1 This policy should be read in conjunction with the College Equality Diversity & Inclusion Policy and its separate Disability, Race and Gender Equality Schemes.

3.0 Actions to be taken

- 3.1 A member of staff who becomes aware of the death of an enrolled student or the partner or child of a student should contact the Depute Principal's office.
- 3.2 The Depute Principal's office will ensure that the Head of Faculty sends a letter of condolence to the parent(s)/guardian(s).

(A similar letter to be sent if the student leaves behind a partner or child/children.)
- 3.3 The Depute Principal's office to contact the Learning Resources Manager to avoid unnecessary communication re overdue books, fines etc.
- 3.4 The Depute Principal's Office to contact Registration Supervisor who in turn should inform SQA or the relevant awarding body. (Once the awarding body has been notified they will follow their own guidelines.)
- 3.5 The Depute Principal's office to contact appropriate Student Services Co-ordinator to consider (if appropriate) the need to provide counselling/group support to fellow students.

- 3.6 The Depute Principal's office to contact Finance Manager to avoid unnecessary communication in respect of bursary payments, outstanding invoices etc.
- 3.7 Finance Manager to contact SAAS if student was studying HN level. (Once SAAS are notified, they will follow their own guidelines.)
- 3.8 The Head of Faculty to ensure that the technician/storeman (if appropriate) is informed, in the event that student may have locker belongings or materials or tools on loan.
- 3.9 The Head of Faculty to inform all staff and ensure that information is given to class groups.
- 3.10 If the student was a winter leaver the Community Relations Manager will liaise directly with the Headteacher to agree appropriate response/action from College.
- 3.11 If the student was studying within the community, the Depute Principal's office will liaise with the Community Relations Manager to agree appropriate response/action from the College.
- 3.12 In order to ensure compliance with the Data Protection Act 1998, the Depute Principal's Office will inform the Network Manager who will arrange for the contents of the deceased student's IT folder being downloaded to a CD for archival purposes, which relatives could receive if they so desired.

4.0 Supporting the Bereaved

- 4.1 In the event of the death of an enrolled student the College will send flowers or donation to the set value of up to £30, with a message offering condolence on behalf of staff and students of the College. This will be organised through the Depute Principal's office.
- 4.2 Bereavement is a time for families and as such members of staff should not attend funerals or make direct contact with families, unless:
 - In many cases the student is known personally to the member of staff or has been invited by the family, in which case attendance at the funeral is a decision more of a personal matter than professional judgement. In this case, staff are free to attend if they consider their presence is appropriate.
 - On rare occasions, class groups ask staff to organise attendance at a funeral. This should only be attempted with the express wishes of the bereaved and in liaison with the Depute Principal's office.

5.0 Review of Procedures

- 5.1 These procedures will be reviewed in December 2008.