

1. Purpose

1.1. 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 organisatio|s3.9 (G(v)-2.9)-5.4 (a)3.17F Tw -10n2.1 (ro)-0.6 (p)2.1 (ri.9 5.00

Staff roles and responsibilities

5.1.1.1. 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.

5.1.1.2. 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. The Registrar 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 Support 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.

- Arrange a date (and contact name(s) if appropriate for any additional contacts relating to collection of personal items.
- b) The Dean will identify the most appropriately placed member of staff to inform the deceased's cohort.
- c) 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
- d) Arrange for the Wellbeing and Pastoral Support to co-ordinate activities to close the deceased's records and make recommendations to ELT relating to any outstanding financial issues or awards.
- e) Liaise with the appropriate Registry Team if the student is an International Student and be responsible for making (n)0.9 ()cPe2ae f is m(n)5 include:
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- i) Be the main liaison between emergency services or other agencies in any ongoing investigations until these bodies have finalised and closed their cases. e
- j) Liaise with the Head of Facilities regarding any Health and Safety issues/lessons learned that arise relating to the death or our response.