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# Library & Student Services

## STUDENT DEATH POLICY: QUICK GUIDE



### What is this guide about?

This guide aims to provide a brief introduction to the University's Student Death Policy. We advise that you read this guide in conjunction with the full policy, which can be found at:

DocShare > Library & Student Services > Policies > Student Death Policy

### Aims of the policy

The policy is intended to identify and guide key personnel through the steps that should be taken when there has been a student death, on or off University premises. The policy aims to:

- Provide clear and comprehensive guidelines to all UCA staff.
- Make the roles and responsibilities for staff clear and accountable.
- Provide information, support and guidance on services available to students and staff.

### Who does it apply to?

Any current student at UCA. The policy does not apply to students who are registered for a UCA award at partner institutions.

### Who initiates it?

Any member of the **University staff**, who becomes aware of a student death on or off the University premises, should immediately contact the Executive Dean responsible for the campus, or in their absence, Deputy Vice-Chancellor.

Any **student** who becomes aware of a student death on or off the University premises should immediately contact a member of staff on their campus.

## **What are the specific responsibilities of the University?**

- To inform appropriate people within the University and externally of the student death.
- To ensure the University has met and continues to meet its legal obligations.
- To create the time and space for students and staff affected by the death of a student to adjust to and to recover from the news of the death.
- To ensure that all concerned have confidence and assurance that the University is acting in a responsible, compassionate and sensitive manner.
- To ensure that no unnecessary routine administrative procedure is continued which may cause additional distress to relatives/friends of the deceased.

## **What do you do if you receive information about a student death and how should the information be taken forward within the University?**

- Any member of the University staff, who becomes aware of a student death on or off the University premises, should immediately contact the person responsible for the campus, or in their absence Deputy Vice-Chancellor.
- On hearing of a death, the Head of Campus, will appoint an Executive Assistant as Clerk to the Response Team who will coordinate communications between the Response Team, key people and the University on a regular basis and maintain accurate notes/records of the response to the incident on behalf of the University.
- Specific responsibilities for each department representative are detailed within the policy and the departmental representatives are responsible for ensuring that they have taken action in line with the procedures set out in the policy.
- Any member of staff who is notified about a student death is obligated to inform the University and other staff members, in line with this policy. These steps are clearly detailed in the Student Death Procedures and the process flow chart contained within the policy.

