

Protocol to be Followed in the Event of a Student Death
supported and cooperated with where necessary

2. Factors to Be Taken Into Account

The exact circumstances of a student death can vary widely in each case:

The death may be sudden and unexpected and happen in a very public place, such as an accident on or near campus or in a hall of residence;

There may be more than one death involved, for example a serious car accident involving a hvx The death may be an example if a student with a pre-existing severe illness dies while in care;

The death may be the result of a completed suicide. In such circumstances, a suicide will only be formally confirmed as such by a coroner but it is sometimes the case that the family or representatives will characterise the death as suicide and will expect the College to proceed on that basis.

The death may involve suspected criminal activity, and therefore involve the police and other

Whether there is involvement of the emergency services and/or College Security

In the event that the veracity or detail of a report is difficult to establish, the DSS will use their judgement and discretion in involving other members of the College community or in communicating information about the circumstances. There may be circumstances where the emergency services have taken command of the situation and thus the College has to respond to information provided or action advised by the relevant service. In this scenario, it is expected that the medical staff or police will inform the immediate family of a death of a student and therefore it is not the role for Imperial College or any of its staff.

4.3 Actions and Responsibilities

The sequence of action and responsibilities may be adjusted according to the nature of the circumstances reported. The areas identified below will be notified once the immediate actions are in process and there is absolute certainty about the situation.

4.3.1 The Director of Student Services

The Director of Student Services will act as the family liaison (if an alternative and appropriate contact has not already been established at the point of notification to the College). Where the notification is received from someone other than the next of kin, as declared by a student and held on their central record, the College liaison should establish the relationship between the reporting individual and the listed next of kin. It will then be important to u.002 Tc -0.011 lin004 Tc 0.08u(b)2.2 jTc -1.2 (u)2-3 contact wialheamost appropriate fo oingoinoam u.002(n)13.1 ificat on,eiv8e9 (n)-0.7 ()10.6 (t6.9

with the Assistant Registrar (Placements) to inform the provider. If an Imperial College student was overseas on an exchange, the DSS will liaise with the Faculty Senior Tutor to inform the department's exchange co-ordinator.

Where it is deemed necessary, the D

The President's Office will liaise with the department, Communications and the Director of Student Services in order to issue a letter of condolence to the student's next of kin / family on behalf of College.

4.3.5 Student Counselling and Mental Health Advice Service

The Head of the Student Counselling and Mental Health Advice Service and their team will:

- (a) offer appropriate

- (a) in instances where the death has taken place during a summer vacation research programme abroad support the DSS and the Department in contacting (where necessary) any relevant third party organisations

4.3.11 Security

College Security will:

- (a) assist the Director of Student Services with liaison with emergency services and the police authorities;
- (b) ensure that any immediate risks are identified and addressed, where appropriate.

4.3.12 Other Areas of College

Those offices that have been informed of the death of a student, as listed in 3.3.8(a) above should ensure that the student is removed from local distribution lists and that no further correspondence is sent to the deceased. They should also amend any local records systems.

5. Follow-up Actions

In the weeks following the initial report, a case conference may be called to bring together all staff directly involved in the response to identify any learning points and to advise on any amendments that should be made to this protocol. The case conference will never be used to address individual performance concerns or to apportion blame where shortfalls in the College's or Union's responses have been identified.

This protocol is to be reviewed annually if such review has not been prompted via a case conference.

6. Former Students

This protocol can also apply to former students, where appropriate, with the following exception: the Alumni Office would liaise with the Director of Student Services, the department and the President's Office about a letter of condolence.

7. Applicants

This protocol can also apply to applicants, where appropriate, with the following exceptions: the Senior Assistant Registrar (Admissions) would liaise with the Director of Student Services, the Admissions Tutor of the relevant Department, the Faculty Senior Tutor and the President's Office about a letter of condolence, and would circulate information about the student's death. They would also inform UCAS and any other relevant external agency as appropriate.