

In case of a student death

This form is prepared as a general reminder of actions to take in case of a current student dying unexpectedly. It may also be a useful reference in case of other tragic events.

STUDENT DETAILS

NAME: _____ **AREA:** _____

People to inform	Informed ✓	When	By whom
The Principal			
The Chaplain			
Director of Teaching and Learning			
Director Community Partnerships and Customer Service			
Duty Officer			
Personal Tutor of deceased			
Teaching/Training Manager			
Learner Services Manager			
Student Life Team			
Other Tutors who may be affected			

Any relevant information known:	
Siblings in College?	
Funeral Details	
Passed to all on list	

Actions to be taken	Date	By whom	Notes
EBS amend profile of student			
Moodle condolence page			
Press			
Inform wider staff			
Inform class (with Chaplain if possible)			
Alert class to support available			
Liaise with school previously attended			
Should room be set aside for grieving students?			
Should a service of some kind be held?			
Write to parents			
Chaplain to make contact with local vicar			
Make staff aware of support (Chaplain/EAP)			
Ensure financial support (EMA) is cleared/advised			
Prayer room			
Estates/Security			
Placement			
Any follow up activity			