



POINT BLANK

Policy Title	Student Death Policy							
Relates to	HE	X	FE	X	Online	X	School	X
Approved by	Academic Board							
Owner	Head of Registry							
Date Approved	May 2018							
Date of Review	May 2019							
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Publication	Staff Access							X
	Student Access							X
	Public Access via Point Blank Website							X

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STUDENT DEATH POLICY

1. PURPOSE

The purpose of this policy is to:

- Set out 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 Point Blank communicates effectively with the family and all public authorities involved in the incident
- Ensure that Point Blank acts in supportive way to all involved both internally and towards external organisations.

2. SCOPE

This policy and procedure will apply only to those students who were enrolled directly with Point Blank and who were either studying with attendance, or through a distance learning programme.

3. POLICY

Point Blank is committed to responding to the death of a student in a compassionate and respectful manner and will be guided by the following principles when responding to such incidents:

- Point Blank will act in a timely and sensitive manner with respect and compassion. Care will be extended to those closely involved with the student or the incident leading to the death, including the family or next of kin, friends, classmates and staff members.
- Point Blank will seek to collaborate and cooperate with external officials to facilitate any investigations or administrative activities related to the death.
- Point Blank will act discreetly when dealing with information relating to the student and the incident. Any staff involved in responding to the incident will use discretion at all times

4. PROCEDURE:

The Head of Registry should be notified immediately in the event of a death of a student and will activate the following:

- Notify the General Manager and Directors of Point Blank
- Assist with the provision of police notifying next of kin (if applicable)
- Notify any known flat mates and immediate friends offering immediate wellbeing and counselling support as appropriate
- Notify the Programme Leader and Music School Manager who will notify all academics who have had contact with the student
- Send details to Directors to write letters of condolence.
- Notify the Registry department to update the student account

Within 10 working days:

- Arrange if any refunds of monies are owed to the students' family
- Notify any external bodies such as SLC or the Home Office (if applicable)
- arrange for students and staff who wish to attend the funeral if the family request it.

- Staff and students may wish to seek Counselling/Chaplaincy
- support
- Notify the Home Office (if applicable)