



## Student Death Policy

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## 1. Purpose

- 1.1. The purpose of this policy is to clearly set out the procedures and responsibilities to be followed in the event of a student death at Point Blank Music School. This policy aims to ensure that where a student death occurs, all staff and students are able to respond appropriately, in the most compassionate and respectful manner.

## 2. Policy Statement

- 2.1. The School will be guided by the following principles in the event of a student death:
  - i. The School will act in a timely and sensitive manner with respect and compassion
  - ii. Support will be extended to those closely involved with the student or the incident leading to the death, including class members and staff as appropriate
  - iii. The School aims to work alongside external agencies to facilitate any investigations or administrative activities related to the death
  - iv. The School will act discretely and sensitively when dealing with information relating to a student death. Any public statements made for or on behalf of the School will be managed strictly by the Head of Marketing and Communications.

## 3. Scope

- 3.1. This policy applies to all full and part-time students studying at Point Blank Music School, including those enrolled on short courses and unaccredited programmes.

## 4. Discovering the death of a student

- 4.1. In the event that a student death is discovered on the School campus by a member of staff or a student, the person discovering the death should follow the procedures set out below:
  - i. The Police and Emergency Services should be contacted immediately and informed of the incident by dialling 999
  - ii. The deceased or any part of the scene should not be touched or moved in any way
  - iii. The General Manager and the Head of Music School & Facilities should be contacted and informed of the incident immediately
  - iv. All individuals should be asked to remain at the scene until the Police and Emergency Services arrive. In the event that individuals cannot remain at the scene for any reason, names and contact details should be recorded and provided to the General Manager, in the event that they are called as witnesses
  - v. Relatives or friends of the deceased should not be contacted and informed of the event by any student or staff member, this will normally be undertaken by the Police
  - vi. Prevent duty guidance should be followed accordingly, where relevant to the nature of the incident
- 4.2. The Head of Music School & Facilities is responsible for ensuring that the following is carried out immediately, following the discovery of the death of a student:

- vii. Confirm that the Police and Emergency Services have been informed of the incident immediately and are in attendance
  - viii. Ensure that the scene remains preserved and untouched
  - ix. Ensure that an incident log is completed immediately
  - x. Prepare a private area, should the Police or Emergency Services need to communicate with or interview any witnesses at the scene
  - xi. Confirm that the General Manager and Directors have been informed of the incident.
- 4.3. The Police or Emergency Services will normally contact the next of kin to inform them of the incident and arrange for the removal of the body and a post-mortem. The Head of Music School & Facilities will provide contact details to the Police and Emergency Services as required and will check whether the next of kin have been informed, in order for the School to proceed with its own procedures as set out in this policy. Wherever possible, information on the student's death beyond those staff members mentioned above should be shared only after the next of kin have been informed.
- 4.4. Under no circumstances should information be provided to any external agency or person (including students, local and national press and social media platforms). Any such communication will happen either routinely, as described below, once the family are aware; or exceptionally, through the Head of Marketing and Communications.
- 4.5. The Police and the Coroner will normally be responsible for investigating and establishing the cause of death. It is important to note that until the Coroner's court concludes, the cause of death is not confirmed and should not be the subject of speculation.
- 4.6. Once the above processes have been carried out, the School can proceed with its own procedures as outlined below.

## 5. If the School is informed of a death after it occurs

- 5.1. Once a student's death has been reported to the School, the person receiving the report must inform a number of key people immediately. The General Manager must be notified and will be responsible for ensuring that the Directors and the Head of Music School & Facilities have also been informed. The General Manager will also be responsible for notifying the Head of Marketing and Communications and the Student Services Manager. The Head of Marketing and Communications will be responsible for approving all external communications relating to the student's death. The Student Services Manager will be responsible for informing other individuals and teams that have responsibility towards the student or staff affected, including the School Counsellor. *Please see [Appendix 1](#) for details of key contacts and actions required in the event of a student death.*
- 5.2. If it is deemed appropriate to tell students of a fellow student's death, the General Manager and the Head of Music School & Facilities will advise and assist staff in doing so, as required.
- 5.3. Prevent duty guidance should be followed accordingly, where relevant to the nature of the incident.

## 6. If the School is informed of a possible death

- 6.1. In the event that the School receives an unconfirmed report of a student death, the General Manager will lead on making any necessary enquiries to seek confirmation of this. If the student death is confirmed, the above processes and procedures apply.

## 7. Posthumous Awards

- 7.1. In the event of the death of a student, the School can at its discretion make posthumous awards. Posthumous awards may be recommended by the Programme Leader and formally approved by Academic Board and Assessment Board. Posthumous awards can be presented to the family at the appropriate graduation ceremony. Should the family choose not to attend the graduation ceremony, arrangements will be made for the award to be sent through the post, where the family have agreed to this.

## 8. Further information and support

- 8.1. Staff and students who would like additional information and support in relating to this policy are advised to contact the General Manager [anwar@pointblankmusicschool.com](mailto:anwar@pointblankmusicschool.com)
- 8.2. Please see [Appendix 1](#) for information on the key contacts and the action required in the event of a student death.

## Student Death Policy – Key responsibilities and actions

The table below provides an overview of the key contacts at Point Blank Music School and the actions assigned to each in the event of a Student Death.

Key contacts	Action required
The General Manager and Head of Education and Development	To collaborate on the following: <ul style="list-style-type: none"> <li>• Assisting Programme Leaders with informing staff and students connected with the deceased</li> <li>• Liaise with the Student Services Manager regarding support for affected students</li> <li>• Write a letter of condolence to the family or partner of the deceased, where appropriate</li> <li>• Arrange and assist with representation by staff and students at a funeral/memorial service, as appropriate</li> </ul>
Student Services Manager	<ul style="list-style-type: none"> <li>• Disseminate information to staff and students on funeral/memorial service arrangements, as appropriate</li> <li>• Arrange for an appropriate tribute at the funeral or other ceremony on behalf of the School, taking into account any cultural or personal sensitivities, as appropriate</li> </ul>
The Head of Education and Development and Programme Leaders	To collaborate on the following: <ul style="list-style-type: none"> <li>• Ensure that students are informed of the student death in a timely and sensitive manner as appropriate</li> <li>• Ensure that Programme Leaders or Student Services are available to any student who wishes to talk or access additional support</li> <li>• Minimise interruption to the programme whilst remaining sensitive to possible distress of some students</li> </ul>
Head of Marketing and Communications	<ul style="list-style-type: none"> <li>• Manage all media enquiries relevant to the student death</li> <li>• Monitor Social Media and other channels for any activity relating to the student death, providing required responses as appropriate</li> <li>• Approve all external communications relating to the student death</li> </ul>
Head of Music School & Facilities	<ul style="list-style-type: none"> <li>• To implement immediate closures or modifications to premises in the light of any Health and Safety concerns, as appropriate</li> <li>• To represent the School at any inquest as necessary</li> </ul>
Head of Registry	<ul style="list-style-type: none"> <li>• Ensure that the student's records are updated and that no institutional communications are sent to the deceased's address</li> <li>• Ensure that any IT registrations in the name of the student are cancelled as required</li> </ul>

The Finance Officer	<ul style="list-style-type: none"> <li>• Ensure that no financial communications are sent to the deceased's address</li> <li>• Deal sensitively with any outstanding monies owing</li> <li>• Ensure that any charges are adjusted to take into account the date of the student's death, making any refunds accordingly. In cases where payments were being managed directly by the student, refunds will be issued to the Executor of the Will</li> </ul>
All staff	<ul style="list-style-type: none"> <li>• Ensure that any external enquiries from the media are channelled to the Head of Marketing and Communications</li> <li>• Ensure that any external communications relating to the death have been approved by the Head of Marketing and Communications before publication</li> </ul>
The General Manager	<ul style="list-style-type: none"> <li>• Ensure that arrangements are made for staff to receive the necessary help and support as required</li> </ul>