

Death of a Current Student

Policy Category:	General
Subject:	Policy and procedures in the event of the death of a current student
Approving Authority:	SMT
Responsible Officer:	President & Principal
Responsible Office:	Students & Education Directorate
Related Procedures:	<u>Death of a current student procedures</u>
Related College Policies:	Death of a Current Staff Member
Effective Date:	31 January 2024
Supersedes:	01 March 2021
Next Review:	February 2027

I. Purpose & Scope

- 1.1 The death of a current student is fortunately a rare occurrence, but naturally a very distressing one to have to respond to. Notification of a student death may be reported by any member of staff (including from residences), other students, family or friends, police or doctors, or we may become aware via the media.
- 1.2 This policy and its related procedures provide guidance to ensure that processes followed are as effective and sensitive as possible to both the family of the deceased and peers/colleagues.
- 1.3 This policy applies in the case of the death of a current student.
- 1.4 There is a separate policy concerning the [death of a current staff member](#).

II. Policy

2. Responsibilities and Authority

- 2.1 The Strategic Director (Education & Students) has primary responsibility for the overall management of the university's response in the event of the death of a current student, whether that death occurs on or off campus. Deputies are Associate Director (Counselling & Mental Health Support) and Associate Director (Advice & Guidance).
- 2.2 The Strategic Director (or deputy) will work in close consultation with the Associate Directors of Student Support and Wellbeing Services, the relevant Associate Director Education (Faculty), Corporate Communications, and other university services.
- 2.3 In the event of a situation in which there are multiple deaths on campus, a silver team will be set up by the Business Continuity team

3. Responses

- 3.1 The location and individual circumstances surrounding a death will naturally have a bearing on the response and level of involvement of King's College London and its staff.

- 3.2 Each death will be nuanced and it is recognised that each case will be different and the university's approach will need to be considered on a case-by-case basis and adapted where necessary.
- 3.3 The accompanying Death of a Current Student procedure outlines the key actions to be taken by the university, and the parameters in which staff should work to ensure:
 - Coordination of a sensitive and appropriate level of response from the university, taking into consideration the needs of all those involved and affected
 - Clear lines of responsibility
 - That the responsibilities of the university (including legal responsibilities) are observed.

4. *Review*

- 4.1 This policy will normally be reviewed every three years.