



Guidelines in the event of a student death

1. Introduction

1.1 The death of a student is always a sad and difficult event. Family, staff and other students are helped by having clear guidelines informing them of what will be done in the event of a student death. Guidelines cannot account for every eventuality but provide a framework that will address most circumstances and establish the principles that apply to every case.

1.2 The document is for all Orlando Village staff. It is divided into sections that deal with:

- Where a student death, for example on Orlando Village Premises, is discovered by a member of staff or a student.
- Where Orlando Village is informed of the death after it occurs.

2. Where a student death, for example on Orlando Village premises, is discovered by a member of staff or a student.

2.1 Any person on discovery of a body should immediately:

- Contact the police by dialling 999.
- Not touch or move the body or any part of the scene.
- Record any others present and notify security or staff members of their names so that they can be called as witnesses if required.
- Contact Senior staff who will immediately inform the director(s).

2.2 The senior staff will immediately:

- Ensure the police and emergency services are informed and in attendance.
- Ensure the preservation of evidence at the scene.
- Maintain an incident log.
- Prepare a private area for the police to interview witnesses if necessary.
- Ensure any other Senior Management and the Director(s) are informed.

2.3 The police/emergency services will normally contact the next of kin and arrange for the removal of the body and a post-mortem. The senior staff on site will provide contact details for the police/emergency services if needed and will check whether and when the next of kin have been informed, in order for Orlando Village to take forward its own procedures, as below. Wherever possible, information of the student's death beyond the immediate 'need to know' should be shared

only after the next of kin have been informed. However, it may be necessary to share limited information sooner than this to avoid rumour and further distress to the family.

2.4 Under no circumstances should information be provided to any external agency or person (including students, local and national press, or posting on any form of social media). Any such communication will happen either routinely, as described below, once the family are aware; or exceptionally, through the senior staff or Director(s).

2.6 Following on from these immediate actions, Orlando Village will then progress as below.

3. Where Orlando Village is informed of the death after it occurs

3.1 Unless a person has died in hospital, the police and the Coroner will normally be involved to investigate and establish the cause of death. Until the Coroner's court concludes, the cause is not known and should not be the subject of speculation.

3.2 As soon as the death has been reported to Orlando Village, the person receiving the report must inform the following people:

3.2.1 The Senior Management, who will in turn contact the Director(s)

3.2.2 Any others with responsibility towards the student or staff affected, with appropriate guidance on actions they should take.

4. Where Orlando Village is informed of a possible death

On occasion Orlando Village staff may receive an unconfirmed report of a death, for example of a current student, which if true would require immediate attention. Should this be the case, Senior Management should be contacted and will lead on making any necessary enquiries and should be approached, where possible, through the director(s).