

BPP University – University Policies and Procedures

Student Death and Serious Injury Policy and Procedure



Scope	Students/Staff/External Agencies
Approved Date	July 2024
Approving Authority	Education and Standards Committee
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Document Owner	Education Services/Proctor's Office
Purpose	Outlines how to raise concerns about a student death or serious injury, in addition to providing support and guidance on how such incidents are managed effectively by the University.

Regulatory Mapping

BPP University General Academic Regulations
Section C – Registration, Engagement, Progress and Conduct



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Student Death and Serious Injury Policy and Procedure

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1. Introduction

- 1.1. The Student Death and Serious Injury Policy and Procedure outlines how the University manages the rare and unfortunate event of the death or serious injury of a student. The policy and procedure outline the actions taken, support available, and University officers involved.
- 1.2. The policy has the following stated aims: Define the actions the University takes once it has established a student death or serious injury concern, including establishing the clear lines of responsibility in the event, and the support processes for those involved in the case.

2. Stage 1a - Initial procedure when a student death or serious injury occurs on a BPP site or its immediate vicinity

- 2.1. If the death or serious injury occurs on a BPP site or immediate vicinity, the following immediate actions should take place (if the death or serious injury occurs away from a BPP site or its immediate vicinity, please consult Stage 1b):
 - i. The person discovering someone showing no signs of life or presenting with a serious life-threatening injury should immediately call **999** and follow the instructions of the call operator.
 - ii. It is important that the correct identification of the individual is possible, so please help emergency services with this. Please try and consult with the Centre Manager as soon as possible to provide this information.

- 2.2. Staff involved should remain at the scene and not remove anything or allow other to do so until the emergency services arrive. Once the emergency services have arrived and it is suitable to do so, contact the Centre Manager and Head of Welfare and Student Support or designated nominee from senior Safeguarding staff who will provide support and advice on next steps.
- 2.3. The policy and procedure as outlined from point 4, must now be followed.

3. Stage 1b - Initial procedure when a student death or serious injury occurs away from a BPP site

- 3.1. Where a concern is raised with respect to the death or serious injury of a student, this must be reported to the Head of Welfare and Student Support or designated nominee from senior Safeguarding staff as soon as possible. The Head of Student Welfare and Student Support or designated nominee from senior Safeguarding staff will then act as the main point of contact.
- 3.2. The Head of Welfare and Student Support or designated nominee from senior Safeguarding staff will then gather key information about the student, including confirming their student status and registered emergency contact information. If the student is reported to have had a serious injury and is in hospital and in a critical condition, the Head of Welfare and Student Support or designated nominee from senior Safeguarding staff in consultation with the University Proctor will contact the student's registered emergency contact (or next of kin) to inform them if it is determined they are unaware.
- 3.3. Once the student death or serious injury is confirmed, the Head of Student Welfare and Student Support or designated nominee from senior Safeguarding staff will follow the policy and procedure as outlined from point 4.

4. Stage 2 – Procedure following confirmation of student death or serious injury

- 4.1. Following the immediate event, the Head of Welfare and Student Support or designated nominee from senior Safeguarding staff will advise on the following and provide advice, support, and guidance:
 - i. Notify the Vice-Chancellor, Deputy Vice-Chancellor, and the University Proctor on the situation.
 - ii. Ensuring provision of support for staff, students, and other individuals involved in the immediate incident.

- iii. Where the incident occurred on a BPP site, consultation with the Director of Facilities and Centre Operations or nominee, and authorities on the management of the area where the incident happened.
- iv. Assemble the Serious Incident Response Team (SIRT) as follows to be briefed by the Head of Welfare and Student Support:
 - Deputy Vice-Chancellor.
 - The University Proctor, or in their absence the Dean of Academic Quality & Policy.
 - The Head of Welfare and Student Support, or in their absence or designated nominee from senior Safeguarding staff.
 - The Chief Legal Officer, or in their absence the Head of Legal.
 - The Director of Facilities and Centre Operations (where the incident occurred on a BPP site), or in their absence a senior member of the Health & Safety Team.
 - The Director of University Central Administration, or in their absence a senior member of UCA staff.
 - A senior member of the Communications Team.
 - A nominated representative by the respective Dean from the student's School to act as a single point of contact for the School, normally the Pro-Proctor.
 - Any relevant Safeguarding, Learning Support, and Proctor's Office staff required to support the case.

4.2. The SIRT will agree the following actions on the basis of the case information presented by the Head of Welfare and Student Support:

- The SIRT will agree the emergency contact actions required (e.g., should/how/when the student's registered next of kin be contacted).
- The SIRT will agree contact with Police, Emergency Services, and other important welfare contacts such as hospitals, GP, Mental Health key worker, or other health professionals the student is registered with.

- The SIRT will also agree contact with other external agencies, such as the Home Office, relevant Embassy, Consulate or High Commission.
- The SIRT will also agree the actions to be taken with respect to the student's record and registration at the University, including any associated notification of authorities such as the UKVI, funding bodies (e.g., SLC) as a result of that change in registration.
- The SIRT will also agree the arrangements for the support of staff, students, and associated third parties involved in the case, including the communications and management of information on the case to ensure there are sufficient and appropriate updates on the case.
- The SIRT will also agree the pattern of meetings required to manage the situation, and the key central members of the SIRT to be involved in managing the case whilst it is ongoing. An action plan will be agreed and followed by the SIRT.

5. Stage 3 – Ongoing Management and Closure of the Case

- 5.1. Once the SIRT has agreed all critical key actions required, the Head of Welfare and Student Support or designated nominee from senior Safeguarding staff will ensure that:
- i. All belongings of the student in the University's possession are returned to the student's registered emergency contact or next of kin (as appropriate).
 - ii. Offer the immediate family/relatives of the student the University's condolences both verbally and in writing, in addition to offering support. In addition, consultation will take place with the family/relatives of the student on funeral arrangements of the student and whether the family/relatives would want University representation at the funeral and/or attendance of BPP staff and students known to the student. If agreed and appropriate, the Head of Welfare and Student Support or designated nominee from senior Safeguarding staff will make arrangements for representation to be put in place and communicate the funeral arrangements for those invited.
 - iii. All communications to all staff, students, and third parties will be agreed notifying them of the death, and support in place with the Communications Team.

- iv. The University Proctor shall be consulted on the potential for the student to be issued with a Posthumous Award, and where appropriate this will be approved by the Academic Council, and arrangements to either issue the award to the family, or should they wish to, attend a ceremony of their choosing to receive the award on the student's behalf.

Policy Revision History

Version Number	Description	Author	Reviewed by	Date
1.0	Revised and re-presented policy and inclusion in the UPPs.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	July 2024