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# STUDENT AND STAFF DEATH POLICY

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## IBS COLLEGE OF TVET

01st January 2024

Prepared by: Student Services	Reviewed by:	Approved by:	
Document Control No:	Version No.	Approval date:	

## **1. Introduction**

IBS College recognizes that the loss of a staff member or student is a sensitive and distressing matter that requires a compassionate and well-organized response. This Death Incident Management Policy outlines the framework for managing such incidents with dignity and respect.

## **2. Objective**

The objective of this policy is to:

- 2.1 Ensure a consistent and sensitive approach to managing the death of staff and students, considering the diversity of our College community.
- 2.2 Provide support and guidance to the College community during these difficult times.
- 2.3 Coordinate practical and emotional support for the bereaved family, friends, and colleagues.
- 2.4 Address the different circumstances that may arise due to the presence of local and expatriate staff and students.

## **3. Scope**

This policy applies to all staff members and students of IBS College, regardless of nationality or cultural background, across all faculties and divisions.

## **4. Principles**

- 4.1. **Compassion and Sensitivity:** The College will approach all incidents of death with compassion and sensitivity, taking into consideration the cultural and religious diversity of the College community.
- 4.2. **Timely and Effective Response:** Prompt responses and actions will be taken to address immediate and long-term needs, ensuring that local and expatriate students and staff receive appropriate assistance.
- 4.3. **Privacy and Confidentiality:** The privacy and confidentiality of the deceased and their family will be respected, with special attention given to cultural and privacy considerations.
- 4.4. **Supportive Environment:** The College will foster an environment where students and staff can express their grief and seek support, recognizing cultural differences in grieving processes.

## **5. Responsibilities**

5.1. Immediate Response Team: The College will designate an immediate response team to coordinate initial actions, including informing the appropriate authorities, embassies, and the deceased's next of kin, as well as addressing cultural and religious considerations.

5.2. Cultural Liaison Officer: A designated cultural liaison officer will be responsible for communicating with the expatriate staff and students and addressing cultural considerations during the incident.

5.3. Communications Team: A communications team will handle both internal and external communications regarding the incident, ensuring that information is disseminated to local and expatriate students and staff appropriately.

5.4. Support Services: The College will provide counseling and support services, recognizing that cultural and religious diversity may impact the type of support required.

5.5. Memorial Services: The College may organize memorial services that respect and honor the cultural and religious practices of the deceased and their family, while allowing the College community to pay respects.

5.6. Documentation: The university will maintain records of all actions and communications related to the incident and document any cultural considerations.

## **6. Notification and Communication**

The next of kin, as well as relevant embassies or consulates in the case of expatriate staff and students, will be informed as soon as possible and with utmost compassion and cultural sensitivity. The university will communicate with local and expatriate students and staff through appropriate channels to ensure they receive accurate and culturally sensitive information.

## **7. Grief Counseling and Support**

Counseling and support services will be available to staff and students, recognizing the need for cultural sensitivity and potentially offering services in different languages or cultural formats.

## **8. Memorial Services**

The College may organize memorial services that consider cultural and religious practices to allow the College community to pay respects and honor the deceased.

## 9. Records and Documentation

All actions, communications, and support services related to the death incident will be documented and retained for reference, with special consideration given to cultural and privacy considerations.

## 10. Review and Improvement

This policy will be reviewed periodically to ensure its effectiveness and relevance. Feedback from the university community, including local and expatriate staff and students, will be used to make necessary revisions.

## 11. Policy Dissemination


The Death Incident Management Policy will be communicated to all staff and students through appropriate university communication channels, including the university's website, recognizing the need for translations or cultural adaptations for expatriate members.

## 12. Implementation

This policy is effective from 1<sup>st</sup> January 2024. The administration of IBS University is responsible for ensuring the policy's implementation and adherence.

## 13. Conclusion

IBS College acknowledges the profound impact of the death of staff or students on the College community, especially in the context of a culturally diverse institution. This policy is designed to help the university respond with empathy, cultural sensitivity, and professionalism during these difficult times, ensuring all members of our community are supported.

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