

Policy Information	
Policy No:	E-1.48
Approved by:	Executive Committee
Approval Date:	June 9, 2021
Executive Responsible:	VP Student Affairs
Administrator Responsible:	Director Student Services
Date of Next Review:	June 2026

DEATH OF A STUDENT

Policy Statement

This policy describes guidelines to be followed to provide an orderly, effective, and caring response in the event of the death of a student.

Purpose / Rationale

The death of a student is a tragedy for the family and friends of the student, and a significant loss for the College of New Caledonia (CNC) community. It is important that a compassionate, coordinated, and timely response occurs, appropriate to the circumstances, and consistent with the wishes of the family or next-of-kin.

Scope / Limits

This policy applies to the College's administrative response to the death of an active student. Individuals are still considered students for the purpose of this policy if they are on a scheduled program break.

This policy does not address the College's response to emergencies or provide emergency management practices.

Principles / Guidelines

1. The College is committed to responding to the death of a student in a compassionate and respectful manner that is appropriate based on the circumstances of the student's death.
2. The College will be guided by the following values:
 - a. respect, sensitivity, and compassion for the student, family, specific campus, and all affected by the tragedy;
 - b. discretion in the disclosure of information and compliance with all relevant legislation;
 - c. clear and timely communication to minimize the amount of distress to the family and next-of-kin;
 - d. clear and timely communication to the College community to provide relevant information and direction on supports and services, as required; and
 - e. cooperation with external officials, as required.
3. The Vice-President Student Affairs (VPSA), or designate, is responsible for mobilizing and coordinating the College's administrative response to the death of a student including assembling the Response Team as set out in the Death of a Student Procedures.

4. The College will endeavor to minimize the impact of the death of a student on the College community by providing and/or facilitating appropriate support.
5. In the event of a student death, a number of individuals and departments will be notified in order to support the College's administrative response to the death. Employees shall use discretion in the use, access, and disclosure of information related to the student and the student's death. Any information provided will be verified for accuracy and considered carefully before being conveyed to the College community, media, family, or next-of-kin. Use, access, and disclosure of personal information will be in accordance with the B.C. Freedom of Information and Protection of Privacy Act.
6. The VPSA or designate will work with respective administrators and will act as the primary contact for the student's family or next-of-kin.

Legislative and Collective Agreement References

BC Freedom of Information and Protection of Privacy Act
Limitation Act
Coroners Act

Links to Other Related Policies, Documents and Websites

Procedures of Death of a Student Policy #E-1.48

Policy Amendment Log

Amendment Number:	Date:
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