

Student death response plan

Document Title	Student death response plan
Policy Lead	Senior Tutors' Committee
Administrative Lead	Head of Student Support
Date of Implementation	May 2025
Approving Body/Bodies	Senior Tutors' Committee
Responsibility for Implementation	Colleges can adopt or adapt as needed. Given the wide variety of factors that might surround a student's death, the College's management and response to each instance will be determined on a case-by-case basis.
Date of Last Review	May 2025
Date of Next Review	May 2028
Current Version Number	3.8

Contents

Summary checklist	2
1. Background	5
2. Discovery of a death in College.....	5
3. Establishing a Post incident Team.....	7
4. Communications	8
5. Support.....	13
6. Family liaison.....	16
7. Memorials	17
8. Suicide	18
9. Serious Incident Case Review	21
10. Coroner's inquests	21
11. Reporting incidents	22
Appendix A: Contacts.....	23
Appendix B: Template communications	27
Appendix C: Real Time Suicide Surveillance Protocol.....	32

Summary checklist

Timing	Action	Further information
Immediately	1. Administer first aid.	Section 2
	2. Call 999	
	3. Prevent access to the scene.	
	4. Move others present to another location and make a record of witnesses. Have a member of staff stay with those involved and provide refreshments if possible.	
	5. Notify the Head of House and Senior Tutor.	
	6. Appoint a senior member of the College to liaise with police and authorities.	
	7. Do not contact next of kin until they have been informed of the death by relevant authorities.	
First 24 hours	8. As soon as possible after death has been confirmed, notify the following individuals/ offices. All should be told not to share the information any further until the next of kin have been informed: College: College Communications Officer (or equivalent) Personal Tutor Other Tutors and Tutorial Office Head Porter Personal DoS College Nurse College Head of Wellbeing or Counsellor Chaplain Bursar Domestic Bursar University: Office of External Affairs & Communications University Counselling Service Head of the Student Support Department Director of Health, Safety and Regulated Services Insurance Section Head of University Faculty or Department and Departmental Administrator For these notifications to the University, please include: Student's name University Student Number (USN) Date of death Location of death Cause of death (known or suspected)	Section 3, 4 & Appendix A
	9. Convene a meeting of the Post Incident team for later in the day to review information gathered and actions taken.	Section 3
	10. Consider whether it is necessary to communicate with the College community before next of kin have been informed by the authorities. If so, do not name the deceased.	Section 4 & Appendix B

	11. After next of kin have been informed by the authorities and it is possible to name the deceased, notify: Close friends / study group President of JCR President of MCR	Section 4 & Appendix A
	12. Offer additional support to students and staff- through the University's Student Support Services, Staff Counselling Centre or College support systems	Section 5
	13. Work with Head of University Faculty or Department and Departmental Administrator to coordinate a plan to communicate the news to students and staff in their department. Start with notifying close contacts, such as the primary supervisor for postgraduate students, in person.	Section 4 & Appendix B
	14. Communicate the news to the College community as a whole- Students, Staff and Fellows	Section 4 & Appendix B
	15. Appoint a member of the College to liaise with the family. For postgraduate students, contact the Head of Department and agree whether this role will be carried out by the College or the Department.	Section 6
	16. Speak to a colleague about your experience of supporting the affected students/staff; make sure you look after yourself.	Section 5
First 48 hours or next working day	17. Notify: Vice-Chancellor Student Registry Cambridge SU Other Senior Tutors Other College Nurses Student's GP If undergraduate student, notify their supervisors, by DoS if possible	Section 4 & Appendix A
	18. In the case of a death through unnatural causes or suspected suicide, prepare an initial short summary of the student's time at the university.	Section 4
First week	19. Organise a gathering for College members between 1-3 days following the death.	Section 5
	20. Consider: - Sending a letter of condolence to the family. - Whether College/University representation at the funeral would be welcome and who can/should attend. - Organising a college memorial. - How the personal belongings of the student held within the Collegiate University should be dealt with. - Whether the student is eligible for a 'Certificate of Achievement'.	Section 6 and 7
	21. In the case of a suspected suicide, participate in the Cambridgeshire County Council's Real Time Suicide Surveillance system.	Section 8 & Appendix C
	22. In the case of a death by unnatural causes, commence a Serious Incident Case review.	Section 9

	23. Consider reporting to the Charity Commission and/ or Health and Safety Executive.	Section 11
	24. Check in with staff involved in the incident response, and ensure that they are personally thanked and receiving support.	Section 5
First few months to a year	25. Schedule welfare check-ins at 6 months and 1 year anniversary for close contacts of the deceased and staff involved with the case. Be mindful of key anniversaries (e.g. date that the student would have been due to graduate).	Section 5
	26. Participate in the coroner's inquest, if necessary.	Section 10

A checklist provided by Universities UK on [responding to a sudden student death](#) may also be useful.

1. Background

The death of a current student is a rare occurrence, but naturally a very distressing one to have to deal with. A student death could be reported by any member of staff, family or friends, police or doctors, or could be picked up from the media.

The location, timing and individual circumstances surrounding a death will have a bearing on the response and level of involvement of the College and its staff. Each case will be different and a College's approach will need to be considered on a case-by-case basis and adapted where necessary. The College should be guided by the wishes of the family of the person who has died.

Postgraduate students in particular can have very strong connections in their Department, and close liaison with the Department will be necessary in such cases.

2. Discovery of a death in College

If a body is discovered, or a suspected fatality occurs on College premises, the situation should be treated as a medical emergency in the first instance.

The appropriate first aid procedures should be followed and action taken for the immediate preservation of life.

Contacting the Emergency Services

The emergency services should be called by dialling 999. Clear instructions should be given to the Ambulance Service as to the location of the incident. The Porters should be alerted to help to manage and secure the scene.

Upon arrival, the ambulance crew will assess the situation: if a fatality has occurred, they will confirm this and summon the police. It is important throughout this period, and until the police take charge, that nothing is moved or touched, other than what is necessary to administer first aid and to secure the scene of the incident.

Be mindful that the emergency services response to a sudden death can be significant, with multiple marked emergency vehicles. The circumstances can sometimes mean that the fire brigade and other specialist teams will also be in attendance.

Managing the scene of an incident

It is essential to notify the Head of House and Senior Tutor of a student death as soon as possible after the emergency services have been contacted.

If a student has died on campus or in student accommodation, you should consider what immediate help you may need to provide to students and staff on the scene. This includes sending a senior representative to liaise with emergency services. Staff should take details of the officer(s) they have spoken to e.g. their name, collar number, station/department.

If the incident occurs in a location where other people are present, they should be moved to a recovery space and kept together until the police arrive, with a member of staff (e.g. a member of the College's welfare team) present. A record of names should be compiled and made available to the police if requested. Make arrangements to provide refreshments if possible.

Trained staff such as wellbeing advisers and/ or the Chaplain should also attend the scene to provide initial support. It is important to keep in mind that a large emergency services presence itself is likely to be distressing and you may need to find an alternative space to provide support for those affected.

Ideally, three rooms should be provided:

1. A private space where relevant students (those in the deceased student's close circle / cohort) can be told individually, one by one, what has happened
2. A safe space for students to process the news; trained staff and refreshments should be available
3. A quiet space for the police to carry out their work (e.g. for interviewing staff and students)

You may also need to find alternative accommodation for those living close to the scene. Where appropriate, staff present should visually check the scene before they leave to minimise anything that might cause further distress.

The scene of any death should be secured and treated as the scene of a crime until the police advise otherwise. If the death is suspicious, it may be necessary to close off a wider area of the College.

What the police will do

Uniformed police officers attend all incidents of sudden or unexpected deaths that occur outside of a hospital or medical setting. The police will seek to establish the facts of the death and consider whether the cause of death could be a crime. They will consider all deaths as a potential homicide until proven otherwise, and will seek to corroborate information by independent means. They will:

- Record the scene
- Carry out forensic retrieval of items which may assist in determining cause of death, such as medication
- Conduct a search of the body
- Take statements from staff and students
- Seek to verify the identity of the deceased
- Seek evidence of when the person was last seen alive

If possible, data on the deceased student's use of their card for swipe access should be reviewed to try ascertain their last known movements.

The police will make arrangements for the deceased to be taken to a mortuary.

Any involvement with the incident or interaction with police officers can be distressing for staff and students, and the College should seek to offer support to those who experience this (e.g. sitting with them during this process).

Before the end of the day

Before the end of their shift, first responders to the scene of the incident should be offered support such as one to one psychological first aid and/or a group debrief. Additionally, first responders should

be given written details of where they may seek follow up or additional support, for example through the [Staff Counselling Centre](#).

Sudden or unexplained deaths will also be investigated by a coroner. The College may be asked to provide evidence to the coroner, so it is essential to keep good records throughout the period following a sudden or unexplained death.

3. Establishing a Post incident Team

Each College should appoint a postvention team, which can be brought together immediately following the report of a student death. As post incident teams will need to act quickly and with no notice, it is critical that members should be identified in advance and given the level of training and support they need to take on their roles. The post incident team is led by the College, but should include relevant University staff from the Student Support Department and/ or the student's academic department or faculty.

The post incident team should quickly establish a clear picture of what has happened, bringing together information from the emergency services as well as any reports from staff, students or family members. This process should include creating one place to store information about what has happened and what actions different staff members and teams have taken so far.

The post incident team may need access to emergency funds to provide timely and compassionate support to family members and friends during a time of crisis. There must be a quick and efficient process available for post incident team members to secure approval at short notice and out of hours.

In the immediate aftermath of a student death, the Chair of the post incident team will likely need to seek support from a wider group of staff and must be given autonomy to act as they see fit. The Chair may also establish sub-groups to take on responsibility for specific aspects of the response, for example liaising with the police, a student's accommodation provider, a coroner, or foreign embassy.

The post incident team should consist of the following. Some individuals may need to cover more than one role:

1. Post incident team Chair (pre-nominated senior member of staff must always be available on call and able to attend the College site if required; it is advisable to nominate at least two members of staff for this role to ensure availability)
2. Police liaison lead (responsible for communicating with the police and emergency services)
3. Care for students lead (responsible for caring for and communicating to students who are affected)
4. Care for staff lead (responsible for caring for and communicating to staff who are affected)
5. Family liaison lead (responsible solely for communicating with next of kin; ideally, a staff member who knew the deceased. For postgraduate students, this role may be assigned to a member of their faculty or department)
6. Communications lead (deals with internal and external communications, including any interest from the media and liaises as required with the University's Office for External Affairs and Communications)
7. University liaison lead (this would normally be Head of the Student Support Department, who can advise on the support available through central university offices)
8. Academic liaison lead (responsible for communication with the student's academic department or faculty). For postgraduate students this would usually be the Head of the

Department. For undergraduate students, the Director of Studies may be able to take this role.

9. Administrator (keeps a detailed written record of all actions taken and decisions made by the post incident team)

Remember that those who knew the student well will be affected by the death, and should not be given too much responsibility in the response. It may be necessary to assign roles to alternative team members.

In the event of a student death, it is helpful to communicate to the wider staff and fellows the names of the staff performing these roles.

More information about [forming a post incident team](#) is provided by UUK as part of their postvention guidance.

4. Communications

Notification of a student death

It is essential to notify the Head of House and Senior Tutor of a student death immediately. They will take the role of post incident team Chair, or notify the individual in that role.

The post incident team Chair will appoint a police liaison lead, or may undertake this role themselves.

The College should **not** inform the next of kin. The post incident team Chair will check that the police (or hospital authorities) are informing the next-of-kin, and will ascertain who has been informed. This task may be assigned to the consulate or embassy if the next of kin is abroad. The appropriate contact information may need to be made available to the police from the student's record.

Until the next of kin have been informed of the death by the appropriate authorities:

- No attempt to contact the next-of-kin should be made by any member of the College.
- In the event that the deceased's next-of-kin make contact with the College before they have been informed of the death, they should be referred to the family liaison lead. The College should not confirm death until the police or other authorities have informed the next of kin. The College can communicate that the emergency services are managing the situation, and if necessary, pass on the details of a police contact.
- The identity of the deceased should be shared with as few people as possible, strictly on a need-to-know basis: anyone informed should be reminded of the requirement and reasons for absolute confidentiality.

Where possible, the College should wait for the next of kin to be informed by the authorities before informing close contacts and then communicating the news to the wider College community. However, if there are delays in contacting the next of kin and if the scene of the incident is highly visible or rumours are spreading, it may be necessary to inform the College community that a student has died before the next of kin have been informed. In these cases, the communication should **not** identify the deceased. Template communications for different scenarios are provided at Appendix B.

The communications lead will be responsible for the timely dissemination of information to other parties, consistent with their need to know. News will spread very quickly, so, once the next of kin

have been informed, the aim should be to give enough information to avoid rumours, whilst being highly sensitive to the wishes and feelings of the student's family.

Where the College has a designated communications officer, they should be involved immediately in helping to plan wider communication. The post incident communications lead, in conjunction with College Communications officer/team where appropriate, should inform the Office of External Affairs & Communications (which runs an out-of-hours on-call response) at the earliest opportunity. OEAC will monitor for references to the student on all external channels (including social media), in order to notify the College should the news become public before these steps have been taken.

There are a number of people, both within and outside College, who should be notified of a student death; some more urgently than others. The lists given in **Appendix A** may be useful for reference, but they are not exhaustive. Some categories will not apply in all cases and should be tailored appropriately depending on the circumstances.

Communication within College

Open communication amongst those responsible for welfare within College is vital to avoid individuals feeling they are alone with the weight of responsibility for managing a very difficult situation.

The way in which a death is communicated within College to the student body and other staff has a large bearing on how people react. Messages should be empathetic, compassionate, and factual. Close contacts should be told in person, and any emails should come from a named individual. The sources of support available to staff and students should be clearly stated, being as specific as possible (not just signposting to a team). Bear in mind that any emails or electronic communications sent to the student body may be obtained by members of the media.

Informing staff and fellows

Key staff in the College and University should be informed first, so that they are prepared to support students. It may be helpful to gather key staff together to help ensure that they are clear on the next steps and responsibilities.

The key staff to inform include:

College:

- College Communications Officer (or equivalent)
- Personal Tutor
- Other Tutors and Tutorial Office
- Head Porter
- Personal DoS
- College Nurse
- College Head of Wellbeing or Counsellor
- Chaplain
- Bursar

University:

- Office of External Affairs & Communications
- University Head of Student Support
- University Counselling Service
- Director of Health, Safety & Regulated Services
- Insurance Section

For these notifications to the University, please include:

- Student's name
- University Student Number (USN)
- Date of death
- Location of death
- Cause of death (known or suspected)

Especially in the case of a death by unnatural causes, the College should prepare an initial short summary of the student's time at the university. This would include relevant details of their academic progress and attendance, interruptions or mitigating circumstances requests and any interactions with university and College support services. The Head of Student Support can provide details of the student's interactions with University Support Services.

Knowing the deceased's academic progression will help piece together what the College and University knew about the student. Knowing when the deceased is next due in an academic session informs the student notification timeline.

Informing students

As soon as the next of kin have been informed and it is possible to name the deceased, first let close College contacts (the close friends, housemates, or cohort of the deceased student) know. This should be communicated in person if possible, although in some cases it may be necessary to communicate over the phone (for example, if the death occurred outside of term time). During the conversation, ensure that a follow up is scheduled to check that they are ok.

Tutors and the Director of Studies of the student can help to identify their close friends. You can also ask the students you speak to whether there are others they think should be informed. Consider finding:

- anyone who witnessed the events that led to the student's death
 - other friends from the same accommodation
 - anyone believed to be in a relationship with the deceased
 - family members who may also be studying/working at the university
 - those who may have been impacted by witnessing the emergency services response
 - others on the same course (particularly the same supervision or research group, practical class partners)
 - others on the same scholarship/special programme/separate cohort
 - members of sports clubs/societies of which the deceased was a member
 - close contacts of the student who may be on intermission or studying abroad
 - anyone who can be identified as a contact of the deceased through social media
 - any student working in the same paid employment as the deceased
 - anyone posting about the death on social media or contacting College or University staff
- Keep a record of the close contacts and the information that has been shared with them.
 - Make a written note of any questions or concerns raised by the students.
 - Inform the JCR / MCR about your plans and communication, explaining what you are doing (or not doing) and why, so that they can support your lead. Check with JCR / MCR members if they are comfortable with this, and be clear that they are not required to be involved. Keep in mind that members might have been friends of the deceased and therefore unable to provide support. Providing them with a copy of this document may be beneficial.

- If close contacts identified are students of a different higher education institution consider notifying the Student Services department at their higher education institution.

Key considerations will be notification, access to welfare support, normalisation of managing difficult emotions and encouragement to discuss with family and friends.

Answer questions about what has happened and the background as honestly and fully as possible (being mindful of the balance between openness and sharing personal information). The wishes of the family will also be an important consideration.

Template communications for different scenarios are provided at Appendix B. Further tips on communications in the event of a suspected suicide are given in section 6.

Informing university offices and departments

The Office of External Affairs and Communications (OEAC) and University Counselling Service should be informed as soon as possible after a death, in order to support the response to the incident.

On the next working day, the College should inform other relevant university departments. The key people to inform are:

- The Vice-Chancellor
- The Head of Department or Faculty, and Departmental Administrator
- Student Registry

The College should also inform Cambridge SU at this point.

Removing the deceased from mailing lists is a priority. Families may be accessing the student's email account after they have died, and it can be distressing to continue to receive emails that have been sent to other students or from colleagues who are unaware they have died.

The academic liaison lead should inform the student's departmental administrator, staff and students in the department. For some courses which operate across departments, it will be necessary to liaise with multiple departments and various staff roles. For undergraduate students, the Director of Studies may be best placed to inform the student's supervisors, lecturers and departmental colleagues. However, it is important to recognise that staff who knew the student most closely are likely to be grieving themselves and it may be appropriate to ask another individual to notify academic staff.

For postgraduate students, closer engagement between the College and department may be required, with a member of departmental staff playing a key role in the post incident team.

The College should inform Student Registry on student.registry@admin.cam.ac.uk. Please include the following information:

- Student's name
- University Student Number (USN)
- Date of death

The Student Registry will update the Students' CamSIS record. At this point, the status of the record will change, and aspects such as the students' home address will be less accessible, to prevent

unintended communications reaching the family. The College can still access this information via the service indicator link on the Personal tab of 360 Degree view.

Service Indicators

Maintain Service Indicators

★ Positive ⓧ Negative

Type	Details	Start Term	End Term	Start Date	End Date	Department
★	[Redacted]	Michaelmas Term 2016	Michaelmas Term 2018			Board of Graduate Studies
ⓧ	Deceased					University of Cambridge

[Go to top](#)

The information is available within the comment section of the Deceased Service Indicator. Further information is available via camsishelp@uis.cam.ac.uk.

Service Indicator Data

View Service Indicator

*Institution University of Cambridge

*Service Indicator Code Deceased

*Reason Deceased

Description

Effect Negative Service Indicator

Effective Period

Start Term End Term

Start Date End Date

Assignment Details

*Department University of Cambridge

Reference

Amount Currency

Contact Information

Contact ID Contact Person

Placed Person ID Placed By

Placed Method

Placed Process Release Process

Comments

Address Type: Dormitory

Effective Date

Status: Inactive

Country:

1387 characters remaining

The Student Registry will also disseminate the information to other administrative departments, including:

- University Information Services
- University Libraries
- University Card Office
- Accessibility and Disability Resource Centre
- International Students Team
- Careers Service

Media, websites and social media

Given the speed with which information about a serious incident can be widely disseminated via social media, the University Office of External Affairs and Communications (OEAC) should be one of the first

departments to be notified following a student death. Where the College has an experienced communications lead the OEAC will work in conjunction with that person/team.

The Office of External Affairs and Communications will, in collaboration with any College communications lead:

- Monitor for external mentions of the news on social or mainstream media
- Where appropriate, support and advise Colleges in the drafting of messages to students, tribute comments, letters of condolence or similar, in accordance with the preferences expressed by next of kin.
- Assist in shielding the student's next of kin from excessive media attention by liaising with the media to advocate for the family wishes (e.g. in trying to keep an individual's name out of a story).
- Advise students/staff on measures to prevent media intrusion, such as managing approaches from the media and managing social media.
- Help respond to any media inquiries received. Support will differ from College to College but might include discussing / drafting any initial public response and/or media handling. Where a College prefers, OEAC can be the first point of call for media inquiries.

OEAC can also provide this type of support to University faculties and departments where necessary.

The care for students lead should ensure that any students who are unavoidably aware of the death before the next of kin are informed are clearly directed not to post comments on social media until formal notification has been made.

Students may use social media to express sorrow and work through their grief. However, students should be advised that even posts on private social media groups may be picked up and used by the media without their consent. Students should also be advised that any social media postings that cause unnecessary distress to the next of kin or College community will be taken very seriously.

There may be ways in which the College may support students to find a safe and constructive place to express their grief. For example, the College may wish to support students in setting up a private group for invited friends on Facebook or another social media site and offer assistance in moderating posts.¹

Both staff and students should be made aware who to refer media enquiries to in the event they are contacted for comment.

Interested parties will be checking the College's website and social media for information. A brief message on the College's website may be appropriate once the news is in the public domain, if the next of kin agree. Any acknowledgement should avoid any details regarding the nature of the death. Any photograph of the student should only be included with the family's permission, and preferably one which the family themselves have provided.

5. Support

When offering support to students, you should consider:

- Referral to counselling and mental health services
- Accommodation needs – including where a death has taken place in shared accommodation

¹ <https://www.samaritans.org/how-we-can-help/schools/universities/memorials-information/social-media-and-online-memorials/>

- Support to extend academic deadlines or notify tutors of extenuating circumstances
- Compassionate leave from studies

The normal support systems within the College should be utilised to full effect - tutorial staff, College Nurse, Chaplain, welfare staff and the JCR / MCR, etc. Students can also make use of the Student Union Advice Service.

The University Counselling Service (UCS) should be informed quickly with the identity of the student and the basic facts surrounding the death. This information will be handled sensitively and shared appropriately with those who need to know. It will help the UCS to prepare appropriately to support students and staff accessing the service who have been affected by the death. For example, the UCS can, at the College's request, facilitate groups to enable students to come together to work through their grief responses.

Support should also be offered to housemates, friends or staff members who found the body. In particular, there needs to be increased support for students in out-of-college or rented accommodation, who may have to bear much of the responsibility for the practicalities that occur when a housemate has died. Students may have very little experience of loss, or the loss may be reminding them of another bereavement they have experienced and it is therefore helpful to support them while they are grieving and to show a willingness to talk.

The College J/MCR should be kept informed throughout, but care should be taken not to place too much responsibility on students to support other students or to participate in College decision-making. The College should ensure that support is in place so that students do not feel the need to step in. Judgement should also be applied according to the individual students concerned, their circumstances and their relationship with the student who died.

It is recommended that a group gathering be offered to all members of the College in the event of an unexpected death. A gathering provides a framework for individuals to come together, share emotions and understand their reactions as well as facilitate their seeking individual support, if required. Tutors, the College Nurse, Chaplain, College welfare staff, and JCR/MCR should all be present. A representative from the UCS can also be invited to attend, or consulted beforehand. Particularly in the case of a postgraduate student, the academic liaison lead should be consulted to coordinate either joint or separate gatherings for the College and Department.

The timing of such a gathering should normally be between one and three days after the individuals concerned have heard about the death. Gatherings can also be an opportunity to identify close friends of the deceased who may be in need of additional support.

Students and staff may find that the death affects them differently from how they had expected it to. The College should schedule check-ins at 6 and 12 months after the death with students and staff closely involved with the student or the incident.

Academic considerations

Students' studies and assessment may be affected by the bereavement, and this should be taken into account. This does not mean letting go of all academic expectations, but rather allowing for a change in normal performance. Colleges should monitor students through the usual channels, including concern raised through supervision reports.

Undergraduate supervisors and other relevant academic staff should be notified by the Director of Studies to let them know that classes and deadlines may be missed.

Applications for an Exam Allowance may be appropriate, such as being Classed by disregarding a paper if a small part of the examination is specifically affected, or Allowed to Progress if the student does not reach the Pass mark or is unable to take their exams. Extensions to submission dates for coursework and/or dissertations may be possible, with students able to self-certify without evidence for seven days. In case of query or for informal advice, Colleges should direct queries to eamc@admin.cam.ac.uk.

Extensions to submission deadlines of thesis research degrees can be requested through CamSIS and students should talk to their College Tutor or department Postgraduate Office for guidance.

Support for staff

Staff members connected to the student should also be supported, as will those who have responsibility for coordinating the college's response.

Consider the impact on those dealing with the response to a student death, especially those who were the first responders to the incident. UUK provide [guidance on support for first responders](#) to a suspected or attempted suicide.

Ensure all those involved in the response are aware of how to access support and encourage them to take time for self-care (this includes both academic and professional staff).

- Offer an early opportunity for staff to discuss the news with all relevant colleagues and encourage anyone involved in the response to ask questions, provide additional information/context.
- Answer questions about what has happened and the background as honestly and fully as possible (being mindful of the balance between openness and sharing personal information).
- Identify any colleagues who may benefit from enhanced support (e.g. anyone who found the deceased or attended the scene) or where temporary backfill may be appropriate.
- Ensure line managers are aware of the potential impact on their team member.
- Ensure that staff involved in the incident response are personally thanked. Despite the circumstances, it is still important to recognise the role played by colleagues and others. Ensure that any messages of thanks from family and friends are also relayed in a timely way.
- Consider a group staff debrief support session.
- Offer staff appropriate one-to-one support.
- All staff involved in the incident response should be contacted after one week and one month of the initial incident to check on their wellbeing.
- Be mindful of staff who may have been working with the student as part of a placement (including those who are not employees of the College or university).

6. Family liaison

All actions should be guided by the wishes of the family of the student who has died.

An individual member of the College should be appointed as the family liaison lead for the purposes of continuity. For postgraduate students, this role may fall more naturally to a member of the student's Department. This should be discussed between the College and Department and agreed at the outset. The University Office of External Affairs and Communications should be advised who the family liaison lead will be.

Any contact with the family should be based on the facts as they are released and not speculation.

Plinth House have produced a [short video and one-page guide](#) for higher education staff making the first phone call to the family following the death of a student.²

Over time, the person responsible for family liaison may wish to discuss with them:

- Sensitively exploring immediate familial relationships (e.g. confirming names of the parents and any siblings, whether parents are separated etc).
- Learning anything further about the circumstances of the student's death or the background from the family's perspective.
- Sharing an initial factual view of the circumstances and background to the student's death from the College's perspective.
- Answering as fully and openly as possible any immediate questions about the student's time at Cambridge.
- Seeking to understand (and provide an initial response where possible) to any immediate concerns raised by the family.
- Providing a follow up email summarising the initial actions that have been agreed, provision of full contact details and a reiteration of the offer to make contact as and when further assistance might be required.
- Explaining the College's relationship to the Police/Coroner's team and outline any information provided to them.
- Summarising the key actions that have been taken in response to the news about the student's death.
- Discussing the approach to communicating with fellow students.
- Exploring whether the family are aware of any close friends of the deceased, who are members of the higher education institution who may require support.
- Exploring if the family are religious or have any spiritual requirements – link to Chaplain if appropriate.
- Providing information about local undertaker/reparation services. If the student is from overseas, arrangements may also need to be made for repatriation.
- Whether College/University representation at the funeral would be welcome and who can/should attend. If so, consider arranging and funding transport for the funeral and accommodation as required.
- Whether the College Chaplain may be able to offer support and guidance regarding funeral arrangements.
- Supporting with releasing the family from the student's accommodation contract (this is automatic in higher education institution accommodation), but ensure all payment requests are immediately frozen.

² <https://www.plinthhouse.com/firstcall>

- Considering a refund of tuition and accommodation fees.
- Supporting with notifying funding bodies or relevant organisations (e.g. Student Finance England (SFE) and Disabled Students' Allowance (DSA)).
- How the personal belongings of the student held within the Collegiate University should be dealt with- but never give a sense that the room is required back.
- Where the student's postal mail should be directed. Access to the student's @cam email, if requested. UIS protocol is that only executors may have access.
- Whether the family wishes to visit the College and, if so, whether they need help finding accommodation and who they would like to meet.
- Whether a memorial service for the student should be held and how this should be arranged.
- Offering advice and support with handling media enquiries (where applicable).
- Providing details of any local or national support services.
- Providing any requested copies of work produced by the student and an academic transcript.
- Whether the student is eligible for a 'Certificate of Achievement', confirming what had been achieved, including having met all the requirements for a particular degree if that is the case (queries regarding eligibility should be directed to the Student Registry, Head of Records and Exams in the first instance). Ask the family whether they would like the deceased student's achievements to be recognised in Congregation, involving an in memoriam speech by the Praelector. Discuss with the family whether they would like to receive the certificate following the in memoriam speech in Congregation, or on some other College or private occasion. Offer accommodation and hospitality as appropriate.

The family liaison lead should consider whether sending a letter of condolence to the close family of the deceased would be appropriate.

Remember that people experiencing bereavement may find it very difficult to make decisions. Wherever possible you should reassure them that there is no immediate rush to make arrangements, for example about a student's belongings.

Once the personal belongings of the student have been removed, the College should leave the room vacant for the remainder of the term.

7. Memorials

Family and friends may appreciate spaces where they can hear from others who appreciated that person's character, talents, and the impact they had on those around them.

The next of kin should be involved in any discussions and planning of a memorial service. Assumptions should not be made about the particular form that a memorial service should take; the specific values, beliefs and culture of the deceased and their next of kin should be of primary consideration.

The College could set aside a room or space for students and staff to remember the student, and provide a book of condolence for the community to add to. The College should set and communicate a time limit for the memorial of around two weeks, or until shortly after the funeral.

Colleges are advised to avoid having a permanent memorial as this may set an unsustainable precedent, but a memorial such as a bench may be appropriate.

Particular care should be taken in the case of suspected suicide – it is advisable to refer to the Samaritans’ guidelines in this instance.³

Memorials should not be placed at the location of the death, or in a place that is very public. Everyone should feel able to visit the memorial site by choice and not have to see it if they do not wish to.

The College cannot control online memorials and other social networking activity. However, students should be warned about the risks of online memorials:

- Comments may become public/ published without their permission.
- Online memorials can attract negative and hurtful comments
- Anything that romanticises suicide can be harmful to those who are vulnerable.

Colleges could consider establishing an online memorial, which they can then moderate and remove after an agreed time.

Be mindful of key anniversaries (eg date that the student died or would have been due to graduate). Add these dates to the diary, as a reminder to contact those most impacted to remind them of the support available. The College may wish to consider holding a gathering or memorial on the anniversary of the death.

8. Suicide

Communication

Talking about suicide can be difficult. Students and staff may be struggling to make sense of the news. Staff tasked with notifying people affected should not shy away from having these conversations in a way that is warm and empathetic, and that recognises the specific relationship between the student who has died and the person who is receiving the news. Staff should answer questions about what has happened and the background as honestly and fully as possible, being mindful of the balance between openness and sharing personal information as well as the wishes of the family.

However, there are some general guidelines that are important for staff to keep in mind in any conversation about suicide. These are designed to reduce the likelihood of multiple suicides or imitative behaviour:

- Avoid sensationalising or normalising suicide
- Remain sensitive and factual in all conversations
- Never reference the method of suicide in any conversations
- Do not though be afraid to use the term ‘suspected suicide’ and avoid euphemisms

It is also important to avoid using language which goes beyond what has been confirmed by an inquest. Until this point a student’s death can only be considered a suspected suicide, even if the student has left a note or if means of death indicate that a death by suicide was likely.

Be mindful that, in some cultures, suicide is not openly acknowledged or is even considered as taboo. It is not unusual in such contexts for family members to prefer to talk about an accident or unexplained death. In these cases, the College can simply state that the family has requested details are not shared. Staff can still take the opportunity to talk about suicidal thoughts and feelings without referring to the

³ <https://www.samaritans.org/how-we-can-help/schools/step-step/step-step-resources/memorials/>

death being by suicide. Addressing the topic of suicide in a responsible way plays a key part in the prevention of further suicides.

The terms and phrases used when communicating about the death to others are important. The Samaritans make the following recommendations regarding the language used:

Phrases to use:

A suicide or suspected suicide
Take one's own life
Person at risk of suicide
Die by/death by suicide
Suicide attempt
A completed suicide

Phrases to avoid:

Commit suicide (The word 'commit' in the context of suicide is factually incorrect because it is no longer illegal.)
Cry for help
A 'successful' or 'unsuccessful'
Suicide victim
Suicide 'epidemic', 'craze' or 'hot spot'
Suicide-prone

When communicating with the College community, it is important to include messages of hope. Convey the message that people may have a range of reactions to suicide, including guilt, anger and sadness amongst others; that this is normal and, with support, they will cope. It is also helpful for staff to be aware that students experiencing fleeting thoughts of suicide themselves following a suicide is not unusual. Asking for help can be a positive step towards moving on.

Suicides can create strong emotional reactions in people and it is important not to vilify or glorify the deceased. Do not give excessive detail about the time of death, disclose the contents of any suicide note or speculate on the motive for suicide. Try to avoid giving information in a way that others may identify with the person who died.

Direct students and staff to support services. The University Counselling Service can prioritise support for students who have been affected. The Staff Counselling Centre can also offer support to College staff.

Further information is available at

- UUK guidance: <https://www.universitiesuk.ac.uk/what-we-do/policy-and-research/publications/features/suicide-safer-universities/responding-suicide-advice-universities>
- Samaritans guidance for universities and colleges: <https://www.samaritans.org/how-we-can-help/schools/universities/information-university-or-college-staff/>

Real Time Suicide Surveillance

As part of Cambridgeshire County Council's Suicide Prevention work, the University participates in a Real Time Suicide Surveillance System. The University will share information it holds about the student, including use of university support systems. The Student Support Department will contact

the College to share the information, which is held in the system, and invite the College to contribute. Further information is given in Appendix C.

9. Serious Incident Case Review

Whilst often extremely challenging, with every serious incident such as a student death, there is also an opportunity at some point afterwards for those involved to reflect. The review process should be positive and not be used to identify fault or blame. Every effort should be made support those involved and encourage a culture of honest reflection, identification of relevant learning points and of positive and tangible actions that directly reduce the risk of a recurrence. There may also be opportunities to share good practice and lessons learned with other Colleges to enable others to benefit from the experience and insights that have been gleaned.

Each review should therefore:

- be conducted with honesty
- involve the family of the person who has died
- be completed as soon after the incident as practical
- be objective and focused on identifying positive actions
- be focused on addressing specific questions raised by those impacted by the incident
- be proportionate in its scale

The review outcomes should focus on:

- what happened, to whom, when and where
- identifying any learnings or reflections that can be drawn from what has happened
- developing a clear action plan and owners for improvements, including how any learning will be implemented

If possible, this should be facilitated by someone who was not involved in the case. The Student Support Department can provide a facilitator if requested. It may be appropriate to include individuals outside the College in the review, or even for the review to be led by another institution with College participation. This may be particularly relevant in the case of the death of multiple students, or the death of a postgraduate student, and should be discussed with the Faculty or Department.

Further details are available on the Senior Tutors' website:

https://www.seniortutors.admin.cam.ac.uk/files/serious_incident_case_review.pdf

10. Coroner's inquests

A coroner will investigate all deaths that may be of unnatural causes.

Ascertain when the inquest will occur and inform in advance those identified as being friends of the deceased, staff who responded to the death and others known to have been impacted. The Office of External Affairs & Communications should also be informed.

College staff may be required to give evidence at an inquest. The College may be classed as an 'interested person' by the coroner, as may the University. In these cases, the College should consider taking legal advice. Given that most families in coroner's court proceedings are unrepresented legally, the College may also want to consider attending hearings (in person if possible) alongside their legal representative. Indeed, it may be appropriate for any lawyers engaged by the College not to formally represent the College in court, but rather provide legal advice outside of the court proceedings. This can help to convey to the family the importance the College places on the death of their loved one.

The College is likely to be asked by the coroner for details both of the student's time at Cambridge and also of the events leading up and shortly after their death. It is therefore important to keep good

records of the approach taken at the College to supporting students known to be in distress and to make notes after a student death to document the events and the actions taken in the immediate aftermath.

UUK have produced [guidance on giving evidence at an inquest](#), which may be useful.

Once the inquest has concluded, inform the Student Support Department via info@studentsupport.cam.ac.uk, to enable them to record the official cause of death.

11. Reporting incidents

Charity Commission

The Charity Commission requires charities (including Colleges) to report “serious incidents”. When one occurs, reporting should be prompt, full and frank, detailing what happened and how you are dealing with it. Such reporting needs to take place even if you are required to report the incident to another regulator.

Reports should be made through their online tool at:

<https://rsi.charitycommission.gov.uk/web/register/report-a-serious-incident>

The Charity Commission specifies that a death is reportable if it is either:

- (a) connected with the College’s activities, or
- (b) linked to the College’s failure to implement a relevant policy.

The extended guidance, however, indicates that where there is likely damage to the reputation of the College, the incident should be reported anyway. The media profile of Cambridge may be an important contributory factor to the decision to report.

If the College decides not to make a report to the Charity Commission, it is recommended to keep a record of the decision-making process alongside details of the incident itself.

Health and Safety Executive

With the exception of suicides, the death of any person must be reported if it arises out of or in connection with work. This report must be made **within 10 days** of the incident. The responsible person should consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors).

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

Appendix A: Contacts

In most cases, it will be appropriate for the College to notify the following. The contacts are given in approximate order of priority, but this may vary in some cases.

Contact	Telephone number	Email address	Notes	Contacted by	Contacted date
1. Head of House					
2. Senior Tutor					
3. College Communications Officer (or equivalent)					
4. University Office of External Affairs & Communications	07879 116949, available out-of-hours	ucnews@admin.cam.ac.uk	<i>Include:</i> <ul style="list-style-type: none"> • <i>Student's name</i> • <i>University Student Number (USN)</i> • <i>Date of death</i> • <i>Location of death</i> • <i>Cause of death (known or suspected)</i> 		
5. University Counselling Service	(3)32865	reception@studentsupport.cam.ac.uk			
6. University Head of Student Support		Natalie Acton/ Jenny Raine (job-share)head@studentsupport.cam.ac.uk			
7. University Director of Health, Safety & Regulated Services	(3)39512	hsd_director@admin.cam.ac.uk			
8. Insurance Section	(3)39659	insurance@admin.cam.ac.uk			
9. Head Porter					
10. Personal Tutor					
11. Personal DoS					
12. College Nurse					
13. College Head of Wellbeing or Counsellor					
14. Chaplain					
15. Bursar					

16. Domestic Bursar					
17. Other Tutors and Tutorial Office					
18. University Head of Department or Faculty, and Departmental Administrator			<p><i>Develop a plan with the Head of Department to disseminate the news to staff and students in the department. For postgraduate students this should include the research group and any supervisees. Close contacts should be told in person as far as possible. The department can use and adapt the template communications in Appendix B.</i></p> <p><i>For some courses, it may be necessary to liaise with multiple departments and various staff roles.</i></p>		
19. Primary Supervisor			<i>If a postgraduate student.</i>		
20. Close friends / study group					
21. President of JCR			<i>Where possible, only inform after the next of kin have been informed and it is possible to name the deceased.</i>		
22. President of MCR					
23. Students					
24. Fellows					
25. Other College Staff			<i>In particular, Accommodation Office, Computing Office, Alumni Office, Development Office, and College Safety Officer</i>		
26. Vice-Chancellor	(3)32290	vco.enquiries@admin.cam.ac.uk			
27. Registry	(3)32311	registry@admin.cam.ac.uk			
28. Student Registry	(7)66302	student.registry@admin.cam.ac.uk	<p><i>Include:</i></p> <ul style="list-style-type: none"> • <i>Student's name</i> • <i>University Student Number (USN)</i> 		

			<ul style="list-style-type: none"> <i>Date of death</i> 		
29. Student's supervisors (undergraduate)			<i>By the Director of Studies</i>		
30. Senior Tutors of other Colleges			<i>This is for information only; Senior Tutors are not generally expected to pass this information on to students.</i>		
31. Nurses/ Wellbeing Leads of other Colleges			<i>By the College Nurse and/ or Wellbeing Lead. This is for information only; other Colleges are not generally expected to pass this information on to students.</i>		
32. Cambridge SU	0808 1641 222	advice@cambridgesu.co.uk			
33. Student's GP					
34. Student finance					

Secondary contacts

In some cases, it may also be necessary to contact the following:

Contact	Telephone number	Email address or website	Notes
Exam Access and Mitigations Committee	(7)64694	eamc@admin.cam.ac.uk	
Occupational Health	(3)36594	occhealth@admin.cam.ac.uk	
Staff Counselling Centre	(7)62160	staffcouns@admin.cam.ac.uk , https://staff.counselling.cam.ac.uk/	
Student's funder or sponsor			
Charity Commission		https://rsi.charitycommission.gov.uk/web/register/report-a-serious-incident	See section 10: <i>Reporting incidents</i>
Health and Safety Executive		https://www.hse.gov.uk/riddor/reportable-incidents.htm	
Foreign Embassy		https://www.gov.uk/government/publications/foreign-embassies-in-the-uk	
The Chair/President of any University Club or Society the student played an active role in			

Appendix B: Template communications

The following emails are written with a college context in mind, but similar communications could be adapted for other groups, particularly for staff and students in the student's academic department.

Email to Tutors and Welfare team

Subject: Urgent: sad news

Content note: This email contains reference to the death of a student.

Dear Tutors,

I am very sorry to have to tell you that **John Doe, (mat. 2018), a final-year Geography** student, has died. A statement will be issued to students shortly. You will be copied in.

This is an incredibly difficult time for everyone in our community. We would ask that you remain aware of how your students are reacting to this news over the coming weeks and months and continue to signpost them to support. Students may be affected by this news irrespective of whether they knew **John** or not. If you are concerned about the safety of anyone, please contact **(mental health support)**.

Please consider, if and as you feel appropriate, inviting students to come and see you in person or sending a friendly email.

John was in his final year of Part II Geography. He lived in second court. We are not yet able to share further information about the cause of death, but will be in touch again soon.

If you are contacted by a journalist from a student newspaper or any other media organisation, please ask them to forward their enquires to **David Jones in the Communications Office at david.jones@college.cam.ac.uk**.

We have a plan in place to support everyone who has been affected by **John's** death. That includes supporting our entire staff, so if you or a colleague is finding the news difficult to cope with, we are here for you. Please contact **(insert name/ service)** to talk any time.

This will be a challenging time for us all over the coming weeks and months, but please be assured that **(name of College)** will provide whatever support is needed for as long as it is needed.

Thank you again for all you do for our students.

Best wishes,

Jane Smith

Senior Tutor

Email to send before next of kin have been informed (if necessary)

To: All students

Cc: Tutors and College Welfare Team

Subject: Sad news

Content note: This email contains reference to the death of a student.

Dear students,

I am very sorry to have to tell you about the death of a student in College last night. The police are attending but next of kin have yet not been informed, so I'm afraid that we are unable to provide any further information currently. We will keep you as best informed as we can.

It is possible that you will see members of the emergency services in the College. Please try to avoid the area and give them the space they need to do their job.

We understand this will come as a shock and can be deeply distressing. You may want to discuss what has happened and get support. The first port of call for most of our students will of course be your tutor. Each will be happy to talk to you and to signpost you to other resources if you need them. However, I would really appreciate it if you could avoid speculating on social media or elsewhere.

If you would prefer to access confidential help and support through other routes, the University Counselling Service (UCS) are aware of our tragedy and will be prioritising our students over the coming days. We have also arranged for additional in-person drop in counselling sessions at the College.

I will write again in the next few days – please get in touch if you would like to talk about what has happened or would appreciate support of any kind. Over the next few days there will be an on-site tutor in the college nurse's office 8am – 6pm on weekdays and 10am-4pm at the weekend.

Best wishes,

Jane Smith

Senior Tutor

Email to send to students after next of kin have been informed, in the event of a suspected suicide

To: All students

Cc: Tutors and College Welfare Team

Subject: Sad news

Content note: This email contains reference to the death of a student.

Dear students

It is with great sadness that I must tell you that John Doe, a first year geography student, died this morning. His DoS, Rachel Brown, spoke warmly of his talents as a Geographer. He will be much missed by his many friends and family. Our thoughts are with them all.

We know that this is an incredibly difficult time for everyone who knew John, and for those who did not know John well, it is still a huge shock to lose someone in our community so suddenly and tragically.

You do not have to go through this alone. People will want to turn to others for support in many different ways, through friends, through family and through professional services; but I'd strongly recommend you turn to someone else if you have been affected by this news. I would suggest contacting your Tutor in the first instance. The Chaplain and our Wellbeing Adviser are also available for support.

If you would prefer to access confidential help and support through other routes, the University Counselling Service (UCS) are aware of our tragedy and will be prioritising our students over the coming days. The NHS is always a great source of help, urgent or non-urgent. This could be through your GP or through NHS 111 –option 2. You can also visit supportaftersuicide.org.uk, (insert other key websites/helplines) to find out more about how to support yourself and others.

John's family has asked that we, as a community, respect their privacy at this time, especially when sharing news on social media. Making sure you post safely and responsibly can also encourage others to seek help. If you are concerned about anything you see or hear on social media, or about your own or the safety of any of your friends, please contact our Wellbeing Adviser. We want to make sure that everyone who is struggling at this time can get the help they need.

There will be a gathering in Chapel today between 5 and 6 at which all students are welcome to attend for quiet and reflection. This will not be a structured service, but at times like this, people often find the chance just to be together very helpful. We shall hold a minute's silence at 5.15.

Of course, you are welcome to contact me in my role as Senior Tutor, at JANE.SMITH@COLLEGE.CAM.AC.UK.

All best wishes

Jane Smith

Senior Tutor

Email to send for a death following an illness

To: All students

Cc: Tutors and College Welfare Team

Subject: Sad news

Content note: This email contains reference to the death of a student.

Dear all

It is with great sadness that I must tell you that John Doe, a second year History student, died last night after a long illness. Our deepest thoughts are with his family and friends. John made a significant contribution to the academic community of the College and he will be missed very much indeed. A memorial service will be held in his honour in due course.

For those who would like to gather together to remember John, the Chapel will be open this afternoon.

Please do not hesitate to ask for support if you would like to talk. I would suggest contacting your Tutor in the first instance. The Chaplain and our Wellbeing Adviser are also available for support.

If you would prefer to access confidential help and support through other routes, the University Counselling Service (UCS) are aware of our loss and can see people sooner who have been affected by this; please say so when you contact them.

All good wishes

Jane Smith

Senior Tutor

Email for J/MCR to send following an announcement of a student death

This template may be used if the J/MCR would like to send an email, but this should not be a requirement.

Content note: This email contains reference to the death of a student.

Dear all,

I'm sure many of you will have now heard the sad news regarding the passing of John. My heart goes out to everyone who has been affected.

On behalf of the J/MCR, I would like to extend my condolences to all of you who knew him.

I would encourage any of you who have been affected by this news, no matter whether you knew him or not, to go along to the gathering in the Chapel later today. It is so important that we come together as a community at times like these to look after ourselves and each other.

All of you are welcome to reach out to any of us in the J/MCR, particularly (e.g. Welfare officers), and we will do all we can to support you. I will also echo the Senior Tutor's advice in reminding you all that the Nurse, the Chaplain and especially your Tutors, are here for all of you and do get in contact with them if you feel it may be valuable. The University Counselling Service is also available for support (<https://www.studentsupport.cam.ac.uk/individual-counselling>). Please remember that, in the event of an emergency, the Porters are available 24/7 and will assist.

There are also national resources available online:

- <https://www.nhs.uk/nhs-services/mental-health-services/>
- <https://www.mind.org.uk/information-support/guides-to-support-and-services/bereavement/support-and-self-care/>

We know that this news has not come at an easy time as many of us are facing exam pressure and concerns about the future. May I remind you all to look yourselves as much as you can. This is an incredibly hard time for many and above all your health and wellbeing is of more importance than a grade or job offer.

The welfare tea on Wednesday is there for all of us to come together and discuss any thoughts and emotions we have, regardless of topic. The welfare officers will also be in contact later regarding open hours in the welfare room for anyone to drop in for a chat.

As always, the J/MCR are here for you all as much as we can, so please do reach out.

All my love and support,

Ruth

Appendix C: Real Time Suicide Surveillance Protocol

Cambridgeshire County Council operate a software system through which they and partner organisations collate their information about a deceased person in the immediate aftermath of a suspected suicide. This system is used as an important resource in the county's suicide prevention work, as it allows for real-time identification and response to any trends – as well as ensuring that all relevant organisations have up to date information to inform their own local suicide prevention work.

Along with demographic information, the system records contact with NHS services, contact with third-sector services run by partner organisations, any known risk factors, and details of the death including the police's narrative account of their response to the incident.

The University are a partner organisation of this system, and a nominated member of the Student Support Department can read and edit the data in the system. When notified of the death of a student, the Student Support Department will enter relevant information it holds, including information on the student's use of central support services.

The Student Support Department will also contact the College's Senior Tutor. They will share the information currently held in the system and invite the College to add to or amend the information that is held.

Information relating to a deceased person is not personal information for the purposes of GDPR, and we do not upload any information into the system that identifies anyone living. In addition, sharing information to facilitate real-time suicide surveillance work for the public benefit overrides any common law duty of confidentiality that would otherwise exist.

The College will be invited to share information about the deceased in relation to the following:

- Gender
- Ethnicity
- Nationality
- Sexuality
- Faith group
- College
- Year of study
- Subject
- Academic progress

- History of self-harm
- History of suicide attempt
- Bereaved by suicide (state when and relationship if known)
- Other bereavement (state when and relationship if known)
- Any connection to other suicides in past 12 months

- Physical Health issues
- Mental Health issues
- Contact with statutory Mental Health services (last known contact date and details of service)
- Contact with non-statutory Mental Health services (last known contact date and details of service)

- Contact with Primary Care (when last in contact and for what)
 - Contact with Substance Misuse services (last known contact date and details of service)
 - Recent contact with Police (last known contact date and details of service)
 - Recent contact with Ambulance Service (last known contact date and details of service)
 - Recent contact with University Student Support services (last known contact date and details of service)
-
- Housing status/issues
 - Financial/Debt issues
 - Relationship/Family issues
 - Domestic violence
 - Isolation/Loneliness issues
 - Other issues (e.g. bullying, social media, gambling)