

<b>Death of a Student Procedure</b>			
<b>Current Status:</b>	Operational	<b>Last Review:</b>	
<b>Procedure Owner:</b>	Group Head of Welfare and Safeguarding	<b>Next Review:</b>	July 2026
<b>Roles Responsible for Review:</b>	Comms Team	<b>Originated:</b>	February 2025
<b>Approved by:</b>	Post 16 Curriculum and Quality	<b>Committee:</b>	
<b>Type of Procedure:</b>	Staff / Students	<b>Quality Assured by:</b>	Policy Team

## 1. Summary

1.1. This policy applies to all staff, volunteers and any other personnel associated with Eastern Education Group Trust (EEGT), which includes:

- Chalk Hill
- Duke of Lancaster School
- Exning Primary School
- Priory School
- Stone Lodge Academy
- Sunrise Academy

## 2. Introduction

EEG recognise that unfortunately, many of its schools will experience a death.

EEG's comms team will help manage communication to staff, fellow children and with the child's parents/guardians.

## 3. Who to contact

Should such an event occur, please complete the [form](#) to collate critical information.

Please inform the Head of School or Head Teacher and the EEG Comms team ([commsteam@easterneducationgroup.ac.uk](mailto:commsteam@easterneducationgroup.ac.uk)) immediately, so they can notify [key stakeholders](#) and follow our safeguarding policies.

#### 4. FORM

Person who took the initial details	
Your name	
Your job role	
Child's full name	
Child's class	
Child's teacher / trusted adult	
Child's school <i>(highlight school from list)</i>	Chalk Hill Duke of Lancaster School Exning Primary School Priory School Stone Lodge Academy Sunrise Academy
Child's date of birth	
Child's address	
Cause of death (if known)	
Child's date of death (if known)	
Parent/guardian's name	
Parent/guardian's phone number	
Parent/guardian's email address	

#### 5. Key stakeholders who need to know

Name	Role	
Nikos Savvas	CEO	<a href="mailto:Nikos.savvas@easterneducationgroup.ac.uk">Nikos.savvas@easterneducationgroup.ac.uk</a>
Colin Shaw	Senior DSL	<a href="mailto:Colin.shaw@easterneducationgroup.ac.uk">Colin.shaw@easterneducationgroup.ac.uk</a>

Sarah-Louise Neesam	Group Head of Welfare and Safeguarding	<a href="mailto:Sarah-louise.neesam@easterneducationgroup.ac.uk">Sarah-louise.neesam@easterneducationgroup.ac.uk</a>
Suzannah Gales	Governance Professional	<a href="mailto:Suzannah.gales@easterneducationgroup.ac.uk">Suzannah.gales@easterneducationgroup.ac.uk</a>
Plus - if relating to a child death at our primary schools		
James Clark	Regional Director for Primaries	<a href="mailto:James.clark@easterneducationgroup.ac.uk">James.clark@easterneducationgroup.ac.uk</a>
Shub Singh	Head of Welfare and Safeguarding	Add email
Plus - if relating to a child death at our specialist SEN schools		
Lawrence Chapman	Regional Director for SEND	<a href="mailto:Lawrence.chapman@easterneducationgroup.ac.uk">Lawrence.chapman@easterneducationgroup.ac.uk</a>
Sarah Chesterton	Head of Welfare and Safeguarding	<a href="mailto:Sarah.chesterton@easterneducationgroup.ac.uk">Sarah.chesterton@easterneducationgroup.ac.uk</a>

**Revision History – Death of a Student Procedure**

Revision date	Reason for revision	Section number	Changes made
February 2025	EEGT Required	1 – 4	SEND Schools and Exning arrangements.