



## Policy Statement

The College recognises that the death of a member of the College community is a difficult and traumatic time for many involved. This policy outlines the procedures to be put in place following the death of any member of the College community. The primary focus of the College's Memorialisation Policy is the balance between the desire to memorialise a deceased person and the protection and support of the students and staff of the College, particularly family members or close friends of the deceased person.

These procedures will be the same for any death, regardless of circumstance.

Following a death, activism can be a natural reaction and part of the grieving process. The College acknowledges this and will determine on a case by case basis whether a temporary memorial is appropriate. This will take into consideration a range of factors, including whether there has been student requests for this.

The consensus of mental health professionals working in grief and trauma support is that the College routine should remain intact as much as possible, to benefit both affected students and staff and those not connected to the deceased. Furthermore, it is noted that the school grounds is not considered an appropriate place for any kind of permanent memorial, as this can re-traumatise those affected.

Where a death occurs, the process for memorialisation is outlined below.

## Procedures following the death of a member of the College community

- Immediately following a death within the College community, the College Incident Management Team (IMT) will be convened. This team will follow its processes for postvention and oversee both the supports put in place and a temporary memorialisation process (if deemed appropriate).
- Where a memorialisation process has been deemed appropriate, a location for the memorial to be placed will be determined by the IMT. The location will be:
  - Not in a high traffic area;
  - A space where quiet reflection is possible;
  - Close to staff supervision for the purpose of monitoring the wellbeing of students; and
  - Able to have its entrance/exit monitored through CCTV footage.
- A memorial book may be made available at the location for students and staff to write messages in. This book will be monitored at regular intervals throughout the day to check for concerning content (either in terms of inappropriate material or material which raises concern for a student's wellbeing).
- In keeping with DET recommendations, the memorial space will be available for 48-72 hours. At the conclusion of this time, the memorial will be closed and the memorial book will be passed to the family of the deceased.

## Review Process

Policy written: October 2017, To be reviewed: October 2020