



PROTOCOL FOLLOWING DEATH OF A STAFF MEMBER OR A FORMER STAFF MEMBER

The following protocol applies to current staff, and ex-staff listed on the Staff honours board in the staffroom (i.e: Principal, Deputy Principal, Senior Mistress, Assistant Principal, and those with teaching and ancillary service over 10 years).

1. Upon learning of a death of a current staff member or an ex-staff Member, an **Obituary notice** should be submitted to the Taranaki Daily News.
2. **Contact should be made with the next-of-kin** to ascertain if they require any input from the College. e.g:
 - a. Details of the individual's involvement at the College e.g: length of service, extra-curricular activities, etc
 - b. If a representative of the College is required to deliver a **Tribute** at the service
 - c. If they would like the College to provide a **Casket Bearer**
 - d. If they would like senior students to provide a **Guard of Honour** at the service
 - e. Anything else they would like the College to provide, or do, etc – e.g: Musical item, Cultural item, etc
3. **Within the College:** Where possible appoint a SLT member, a long serving staff member, the Principal's PA, or an Alumni representative as the College liaison person for the occasion.
 - a. Announce the death to the staff and provide service details, etc
 - b. Arrange with the **Property Manager** to fly the NZ flag and Spotswood College **flag at half mast.**
 - c. Co-ordinate with SLT and Staff those to attend the service
 - d. Arrange for the family any requests made of the College e.g: **Tribute speaker, Casket Bearer, Guard of Honour.**
 - e. Arrange with the Staff member in charge of **Blazers** for staff and senior students to be issued with College blazers
 - f. Email advice of death to be sent to all ex-staff on database.
 - g. Anything else that may be required e.g: wreath, photos for service sheet, etc.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 30 November, 2015

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: November, 2018

Reviewed Date: _____ Signed for B.O.T. _____