



RAMKHAMHAENG ADVENT
— INTERNATIONAL SCHOOL —

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DEATH in the SCHOOL COMMUNITY POLICY

Purpose

The purpose of this policy is to provide clear guidelines for responding to a death within the RAIS community. This policy aims to support all affected individuals, ensure clear communication, and provide the appropriate support and procedures to maintain the well-being of the school community.

Scope

The scope of this policy covers all stakeholders under the care of RAIS while on the grounds or on a field trip or excursion.

Policy Statement

At Ramkhamhaeng Advent International School, we are committed to responding with compassion, respect, and professionalism in the event of a death within our school community. This policy outlines the procedures for immediate response, notification, crisis support, and ongoing care, ensuring the dignity of the deceased and the safety and stability of the school environment.

1. Immediate Action

When a death occurs on school premises or during a school-related activity:

- **First Responder (Teacher or Staff Present) will:**
 - ensure the immediate safety of all students and staff in the area.
 - call emergency services (police/ambulance) and provide clear information about the incident.
 - inform the school principal or administrator on duty.

- **Principal or administrator will:**
 - Take charge of the situation, coordinate with emergency services, and ensure the area is secured.

2. Notification Procedures

- **Contact Next of Kin:** The **school principal** should contact the next of kin as soon as possible. This should be done with sensitivity, providing all necessary information respectfully and empathetically.
- **Internal Notification:** The **school counselor** will inform faculty and staff in person or through a confidential message. Faculty will receive guidelines on how to discuss the incident with students if necessary.
- **Notification of the School Community:** The **head of each department** will communicate the incident to the wider school community with respect for the family's wishes and privacy. Announcements will be made in a manner that is sensitive, appropriate, and informative, without disclosing unnecessary details.

3. Procedure for On-Campus Deaths

- The **principal** will act as the main point of contact to:
 - **Secure the Area:** Immediately secure the area where the incident occurred. Only authorized personnel should have access to the area until cleared by the authorities.
 - **Coordinate with Law Enforcement:** School administration will work with law enforcement and other necessary agencies for a thorough investigation if required.
- School Counselor and Nurses will assist to:
 - **Provide Crisis Support:** Arrange counseling services for students, faculty, and staff. School counselors and psychologists should be made available for grief support.

4. Procedure for Off-Campus Incidents (Field Trips, Camps, etc.)

- **Preparation and Training:** All field trip supervisors must have a clear understanding of emergency response procedures, including death notification and crisis support protocols. Emergency contact lists should be prepared before departure.
- **Immediate Response:** In the event of a death during an off-campus event:
 - The trip leader or teacher-in-charge will:
 - Remove other students or participants from the immediate area to ensure safety.
 - Contact local emergency services immediately, providing location details and relevant information.
 - Inform the school administration as soon as possible.
 - The principal will:
 - **coordinate with authorities:** Collaborate with local authorities as they handle the situation. Follow their guidance on securing the scene and providing necessary information.
 - **arrange transportation and supervision:** Ensure that students are safely transported back to the school. Assign additional chaperones if needed to manage the emotional well-being of other students.
 - **Notify the Family and School Community:** The school administration will handle family notification and ensure internal communication follows a respectful and confidential approach.

5. Ongoing Support and Counseling

- **Grief Counseling Services:** Provide grief counseling and support groups for students, faculty, and staff. The school will maintain the availability of counseling resources for as long as needed, especially for those closely affected by the incident.
- **Classroom and Faculty Support:** Faculty members will be given guidance on how to handle discussions in class, manage student questions, and provide comfort to grieving students.

Communication

- RAIS website
- Email, line, and SMS
- Students' handbooks
- Emergency exit route (next to the door in every classroom)

Policy Review Cycle

- This policy will be reviewed once every three years.
- This policy was last reviewed by the RDOC in January 2025.