

# Risk Management Policy

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## **Rationale**

The Seminary of Christ the King endeavours at all times to promote safety and prevent harm to all members of the school community.

## **Policy**

SCK will strive to identify areas of potential risk and will take measures to reduce or eliminate risk to its members. Every reasonable effort will be made to minimize the risk of loss and personal harm resulting from activities in and associated with the school.

## **Procedure**

The risk management process includes the identification of risks and the creation and attainment of risk management goals.

## **Identification of Risk:**

The school administrators will identify potential risk:

1. within the school environment and
2. at school-related activities.

Potential risks are associated with but are not limited to the following:

1. Supervision of Students
2. Student Discipline
3. Transportation of Students
4. School maintenance and facilities
5. First Aid
6. School based physical activities
7. Field Trips and off-site experiences
8. Volunteers
9. Human threat
10. Natural Disaster

## **Response to Risk:**

In an effort to assess and minimize risk, the school administrators will:

1. Develop standards of best practice.
2. Provide in-service training for faculty as required.
3. Avoid exposure to accidental loss by eliminating programs or activities which present a potential for accidental loss greater than the benefit to be derived from such program or activity.
4. Educate employees, staff, students and volunteers concerning risk management.

5. Effective risk management involves:
  - a. Rapid reporting of incidents to supervisors and insurance representatives
  - b. Maintaining physical evidence
  - c. Recording pertinent information
  - d. Assisting and supporting the individual(s) experiencing loss
  - e. Refraining from expressing personal judgment regarding liability
  - f. Maintaining required confidentiality
  - g. Referring claims inquiries to the appropriate school authorities and insurance representative.
  - h. Mitigating against future risk

Reference:

Youth Safe Outdoors

Responding to School Emergencies; Putting An Effective Emergency Plan In Place.  
(Society of Christian Schools) Supporting our Students: A Guide For Independent  
School Personnel Responding to Child Abuse

WorkSafeBC WHMIS

Cross-reference Policies for:

Complaints

Criminal Records Review

Student Abuse/Neglect

Field Trip