

SEMINARY OF CHRIST THE KING

SAFETY PROCEDURES AND DRILLS

SEMINARY OF CHRIST THE KING | PO Box 3310 | MISSION, BC | V2V 4J5 | PHONE: 604-826-8715 | FAX: 604-826-8725

Risk Management Policy

Rationale

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

Policy¹

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 schools.

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

¹ Cross-reference Policies for: Complaints; Criminal Records Review; Student Abuse/Neglect; Field Trip. References: 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

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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.

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.

