



### **Rationale**

CISVA endeavours at all times to promote safety and prevent harm to all members of the school community.

### **Policy**

CISVA 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 Superintendent's office, school administrators, and other stakeholders 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. Employment and Hiring
9. Volunteers
10. Human threat
11. Natural Disaster
12. Delivery of Educational Services

### **Response to Risk:**

In an effort to assess and minimize risk, the Superintendent's office, school administrators, and other stakeholders will:

1. Develop standards of best practice.
2. Provide in-service for employees as required.
3. Work closely with the Diocesan Insurance representative to maintain compliance with insurance policies.



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4. 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.
5. Educate employees, staff, students and volunteers concerning risk management.
6. 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: Policy 302- Complaints Policy 303- Criminal Records Review Policy 321- Employer Harassment Policy 405- Student Abuse/Neglect Policy 409 - Field Trip Policy 425 - Volunteers	Approved: Board of Directors
	Date Approved: February 3, 2009
	Date(s) Revised: