



Rationale

The risk environment has evolved rapidly over the last number of years. The Catholic Independent Schools. Kamloops Diocese takes seriously the responsibility to reduce risks for students and employees of CISKD, thus serving to reduce bodily injury, accidental losses, potential expenditures, and litigious situations.

Policy

Catholic Independent Schools. Kamloops Diocese strives to identify and reduce or eliminate risks to employees, volunteers, students, Diocesan staff, and the Bishop of Kamloops (Corporate Sole).

Every effort will be made to minimize the adverse effects of accidental losses, bodily harm, and consequences as a result of incidents arising from varied risks.

Procedure

Risk management is an ongoing process of identifying, assessing, and controlling or minimizing risks that may involve accidental losses and bodily injury.

The risk management process is vital to the health and safety of CISKD employees, staff, parents, and volunteers.

Identification of Risk:

1. The Superintendent's office, school administrators, and other stakeholders will identify potential risk:
 - a. within the school environment and
 - b. at school-related activities.
2. Response to Risk: In an effort to assess and minimize risk, the Superintendent's office, school administrators, and other stakeholders will:
 - a. Develop standards of best practice.
 - b. Provide in-service for employees as required.
 - c. Work closely with the Diocesan Insurance representative to maintain compliance with insurance policies.
 - d. 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.
 - e. Educate employees, staff, students, and volunteers concerning risk management.
3. 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



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- 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
4. Potential risks, are associated with, but are not limited to the following:
- a. Supervision of Students
 - b. Student Discipline
 - c. Transportation of Students
 - d. School maintenance and facilities
 - e. First Aid
 - f. School based physical activities
 - g. Field Trips and off-site experiences
 - h. Employment and Hiring
 - i. Volunteers
 - j. Human threat
 - k. Natural Disaster
 - l. Delivery of Educational Services

REFERENCE

Youth Safe Outdoors 2019:

Responding to School Emergencies: Emergency Handbook 2019 - Society of Christian Schools)

Supporting our Students: A Guide for Independent School Personnel Responding to Child Abuse WorkSafeBC WHMIS

Policy 316 - Volunteers

Policy 306 - Major Complaints and Appeals

Policy 506 - Student Supervision

Policy 507 - Responding to Student Abuse and Neglect

Policy 508 - Field Trips – Off Site Experiences

Policy 601 - Emergency Protocols

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