# ADMINISTRATION



Island Catholic Schools

### REPORTING OF PROPERTY DAMAGE 317

### Rationale

To ensure effective management of school facilities it is critical that all material loss resulting from vandalism fire and theft be reported

### Policy

The atholic ndependent Schools iocese of Victoria requires that all damages and material losses resulting from vandalism fire and theft be reported promptly and accurately

### Regulation

Il damages loss shall be reported immediately upon discovery to the following school personnel

- Principal of School
- aintenance supervisor
- Superintendent

The police shall be immediately notified

detailed written report <u>on the Property amage orm</u> must be delivered to the office of the Superintendent with copies to the inancial dministrator within twenty four hours of the reported incident ncidents of a more serious nature will be investigated by the

#### Superintendent

The school Principal and staff in cooperation with the ead aretaker will make a complete facility materials equipment and furniture inventory check so as to include all and possible missing items listing of damages within the written report

Public comments that represent personal opinions etc shall be avoided with the media Only factual data shall be given method of entry areas damaged etc The Superintendent will be the spokesperson unless delegated to the Principal

Il other personnel other than the Superintendent will refrain from estimating damage costs to the media and or other interested parties stimates of damages for repair replacement and insurance purposes will be assessed by the nsurance broker assigned by the iocese of Victoria The inancial dministrator is responsible for insurance claims including but not limited to rebuilding reconstructing and restocking of damaged items as required

The Principal is responsible for filing the Report of School Vandalism excepting for holiday periods when the ead aretaker will file the report

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