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### 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 Catholic Independent Schools, Diocese of Victoria, requires that all damages and material losses resulting from vandalism, fire and theft be reported promptly and accurately.

### Regulation

1. All damages/loss shall be reported immediately upon discovery to the following school personnel:
  - Principal of School
  - Maintenance supervisor
  - Superintendent
2. The police shall be immediately notified.
3. A detailed written report, on the Property Damage Form, must be delivered to the office of the Superintendent with copies to the Financial Administrator within twenty-four hours of the reported incident. Incidents of a more serious nature will be investigated by the Superintendent.
4. The school Principal and staff, in cooperation with the Head Caretaker, 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.
5. 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.
6. All other personnel, other than the Superintendent, will refrain from estimating damage costs to the media and /or other interested parties.
7. Estimates of damages for repair, replacement and insurance purposes will be assessed by the Insurance broker assigned by the Diocese of Victoria
8. The Financial Administrator 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 Head Caretaker will file the report.



Island Catholic Schools

# ADMINISTRATION

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## REPORTING OF PROPERTY DAMAGE

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Reference:	Approved
	Date Approved: November 21, 2001
Cross-reference:	Date(s) Revised: September 2009, Mar 2012