

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 530
PROCEDURE:	INSURANCE MANAGEMENT		

BACKGROUND

In order to ensure that the requirements of legislation are met and the Division's interests are protected, the Director shall provide for continuous insurance coverage in accordance with these procedures.

PROCEDURES

1. The Chief Financial Officer is authorized to secure the services of an insurance broker for the purpose of obtaining adequate insurance for the Division.
2. The Division shall provide insurance coverage for the following:
 - 2.1 Buildings;
 - 2.2 Contents;
 - 2.3 Liability – for individual trustees, staff members, student teachers and interns, and volunteers; all the foregoing while performing duties authorized by the Division;
 - 2.4 Crime;
 - 2.5 Automobile fleet;
 - 2.6 Travel accident;
 - 2.7 Student accident;
 - 2.8 Boiler and machinery;
 - 2.9 Errors and omissions;
 - 2.10 Sexual molestation and abuse;
 - 2.11 Course of construction and wrap up; and
 - 2.12 Air quality (fungus) liability.
3. Building insurance shall be secured to provide coverage at full replacement cost.
4. Contents insurance shall be obtained at a minimum actual cash value or on a replacement cost basis.
 - 4.1 Claims made under the building and contents section of the insurance policy resulting from accidents, vandalism or theft shall be made by the Chief Financial Officer upon receipt of the required information from the Principal.

5. Travel accident insurance shall be obtained to cover trustees, coaches, advisors, volunteers, School Community Council members and Division office personnel.
6. On an annual basis, the Division shall review its insurance coverage and make such arrangements for insurance coverage as it deems necessary.
7. The Chief Financial Officer shall make available to staff members and others as required information describing the Division's insurance coverage.

Reference: Sections 85, 87, 108, 109, 110, Education Act

Date Issued: November 21, 2007